JOKHA MOHAMMED AHMED AL ISMAILI

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|  | *Address: Nizwa, Sultanate of Oman*  *Contact No. +968 92002533, Email:* [*jokha.mohamed@gmail.com*](mailto:jokha.mohamed@gmail.com) *Nationality: Omani | Gender: Female | Marital status: Single* |
| **OBJECTIVE** | A fresh and enthusiastic Accountant graduate whom obtained a good academic record. Looking forward to apply for an entry level accounting position that provides an opportunity to pursue a professional accountant career. Furthermore, to utilise my qualifications and experience in delivering a professional accounting services. This includes financial and accounting activities related to accounts payable, accounts receivables, and general accounting. |
| **PROFESSIONAL PROFILE** | Hard working graduate with a Bachelor’s degree in Accounting. Equipped with strong academic educations obtained from Oman leading university. Have hands-on experience, with technical accounting skills and a practical understanding on applying accounting principle in a business context. A proven individual who offers precision in all tasks delivering high quality and efficient work results. |
| **EDUCATION** | * **BACHELOR DEGREE ACCOUNTING, SULTAN QABOOS UNIVERSITY, MUSCAT**   + **Fall 2012 to Summer 2017**   + **GRADUATION STATUS: GOOD (CGPA: 2.64)**   The course covers a number of advanced level components in accounting major including financial accounting, management accounting and auditing.   * **GENERAL SECONDARY CERTIFICATE, AL AIN SECONDARY SCHOOL, NIZWA**   + **FROM 2011 TO 2012**   + **OBTAINED RESULT: 91.8 %** |
| **PROGRAM CURRICULUM** | * Business Mathematics  Accounting Information Systems * Principles of Management  Principles of Auditing * Introductory Financial Accounting  Technical Writing for Business * Introductory Management Accounting  Business Law * Operations Management  Taxation * Principles of Finance  Financial Statement Analysis * Principles of Marketing  Corporate Governance * Business Statistics  International Business * Micro-economics & Macro-economics  Accounting For Oil and Gas Industry |
| **INTERNSHIP PROGRAM** | * **The Supreme Council for Planning (SCP),** 19th Jun 2016 to 11th Aug 2016   I was enrolled in a comprehensive internship program that covers various operational departments such as (Payroll, Purchase, Projects, Treasury, Finance and Audit). The main responsibility was to:   * + **Process the monthly payroll** for the council employee’s |

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|  | * Review the credit note received by suppliers & **process the necessary payment voucher** * Preform the **financial evaluation of Request for Quotation (RFQ)** for the purchase dep. In addition, dispense projects payment milestone in coordination with project team. * Participated in **enrolling the Half-year Financial Statement** for the council and supported the budget team in adjusting budget statement. * **Preformed auditing activities** on the completed financial transaction processed by finance dep. * **Bank Sohar S.A.O.G (Nizwa Branch),** 17th Aug 2014 to 19th Sep 2014   I was assigned as **Customer Services Representative (CSR)**. The main responsibility was to **assist customers with routine account-related requests** such as: funds transfers, loan payments, inquiries about bank products and services, queries about ATM/debit card usage, and inquiries about checking the savings accounts transactions. |
| **CONFERENCES, WORKSHOPS & ACTIVITIES** | * Participated in the **Financial Analysis Challenge** for the year 2016, organised by Muscat Securities Market * Participated in **organising a workshop for Project Management in SMEs**, organised by Accounting Group at the College of Economic and Political Science * Successfully completed **a Financial Planning Program** on March 2016, organised by Youth Vision Committee and sponsored by BP Oman * Attended a specialised **Training in MS Excel for Finance** on 29th Nov 2016, organised by Modern knowledge For training * Participated in **“Sharikati” Competition for the year 2015** and appointed as Head of Public Relations department, the event hosted by Injaz Oman (member of JA Worldwide) * Active Member in Photo Society at SQU since 2013 |
| **SKILLS** | * Ability to use Microsoft office suite (Word, Excel, PowerPoint) and Peachtree program * Good knowledge to use business applications, email and web browser * Capability to work as team member and involvement at team work * Time management and coordination * Analytical approach / good problem-solving skills * **Languages**: fluent in Arabic & English (Writing, Speaking, Reading) |
| **AWARDS &**  **APPRECIATION** | * Awarded **certificate of excellence in recognition of outstanding managerial efforts** in SQU Business Society’s for the academic year 2016 - 2017 * Awarded **certificate of appreciation for the exceptional participation** in the 17th photography week and excellent contribution for the year 2014 - 2015 |
| **REFERENCES** | **Assistant Professor** Dr. Saif Abdullah Al-Shidi  *College of Economics & Political Science, Sultan Qaboos University*  [shidi@squ.edu.om](mailto:shidi@squ.edu.om) |