**KAWATHER HASSAN ISSA AL BALUSI P.BOX NO: MUSCAT , POSTAL CODE: NIL SULTANT OF OMAN**

**Mob : 94005554 ,95472248**

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# OBJECTIVE

To work in a very stimulating and challenging environment which offers room for personal growth and long term association.

# MAJOR STRENGTHS

10 years of comprehensive and varied experience in the account, event management, administration and marketing related activities Experience in building a good rapport with clients, consultants and colleagues to ensure smooth and efficient progress of work communication skills, ability to work in a multi-national/multi­ cultural team with stretch target and a strong commitment to profession.

Excellent communication, administrative, conceptualization and logical skills

# WORK EXPERIENCE

CAPITAL STORE LLC (HEAD OFFICE)

2000, 10 January till 2010 Aug 04

ACCOUNTANT

**M/S CAPITAL STORE L.L.C A one of the famous company in Oman in perfumes and make-up for international brand.**

## Responsibility as Accountant *:*

* Reporting to the finance manager

\*Handling patty Cash (R.O 2500.000

\* Accounting all local Service Purchases

\*Accounting all petty cash voucher

\*Processing the payment of all local purchases

\*preparing all the chq in company

\*Looking after all utilities payment (Electricity, Water, Telephone)

\*Checking daily cash Report of the showroom

## EDUCATION

**Academic Qualification**

\*July 1999: NVQ Accounting Level 2 (Occupational Training Institute}

\*1998: Secondary school Certificate from Hill Al Awamir School

## Computer Proficiency

MS Office (MS Words, MS Excel and MS Power Point)

TIMICS (Totally Integrated Management Information & Control System)

## PERSONAL DETALIS

•!• **Age** : 23/02/1980 Marital Status : married Driving License No : 6807546 Identity Card No 06807546

Languages Known : English, Arabic, Hindi