



ABDULLAH BALIED BIN KULAIB

📍 Abu Dhabi, UAE

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PROFESSIONAL SUMMARY

- A responsible and meticulous Accounting Graduate with strong mentality and outstanding capabilities
- Well-versed in planning & implementing accounting controls, financial analysis, invoicing, computation & math, and reporting
- Skilled at planning & organizing, time management, stress management, and promoting workplace ethics
- Motivated to have a challenging job in a stimulating work environment to enhance the organization's superiority within its field and establish a promising career

EDUCATION

2021 **BACHELOR'S DEGREE IN ACCOUNTING**
Al Ain University
GPA: 2.90

AUG 2015 **HIGH SCHOOL CERTIFICATE**
Khalifa Bin Zayed School - Abu Dhabi
Average: 90.04%

EXPERIENCE

TRAINEE

JAN – MAR,
2021

ABU DHABI ISLAMIC BANK

As Customer Service

- Ensured customer satisfaction and provided professional customer support
- Processed account statements and collected cards and Cheques
- Opened personal accounts and investment accounts
- Issued customers' Visas and certificates
- Handled personal finance and car finance

As A Teller

- Handled daily transactions such as withdrawal, deposit, and Cheque processing
- Managed internal and external money transfer

Operation Department

- Managed cheques: Cheques payments, post-dated checks, and normal cheques

ASSISTANT ENGINEER

JAN – FEB,
2019

ALEF EDUCATION COMPANY - ABU DHABI

- Carried out all tasks given by the Senior Engineer
- Promoted workplace ethics
- Assisted different staff or engineering teams
- Participated in various learning experiences, such as workshops and training sessions

PERSONAL INFO.

- Nationality: Yemen
- Date of Birth: Sep13, 1997
- Gender: Male
- Marital Status: Single

LANGUAGES

- Arabic: Mother Tongue
- English: Advanced

IT SKILLS

- Microsoft Office
- Internet & E-mailing
- Arabic and English Keyboarding

INTERPERSONAL SKILLS

- Organizational skills
- Multitasking
- Responsibility & Commitment
- Reliability and professional integrity
- Collaboration and teamwork spirit
- Communication and interaction
- Initiative
- Attention to Details
- Punctuality
- Creative Problem Solving
- Efficient decision making

EXPERIENCE

MENTOR

2016 – 2017

THE LEARNING SUPPORT CENTRE - AL AIN UNIVERSITY

- Respected the student's right to self-determination and independence
- Helped students set goals and work toward meeting them
- Served as a positive role model, guide, and supporter by modeling desirable behaviors e.g. patience, tolerance
- Provided information and feedback to help evaluate student progress and scope of work

COURSES & CERTIFICATES

- Certified Manual & Computerized Accounting – Sep 2021

Contents:

- Manual accounting (financial accounting)
- Excel accounting (advanced excel)
- Tally
- QuickBooks
- Peachtree

- Leaderships Skills Course