

**Ahmed Al-Khayat**

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Personal Number: 920408877

**Career Objective**

To obtain a position in a reputable organization that provides a professional working environment favorable for personal and professional development, gives value to its organization and rewards performance.

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**Personal Data**

Nationality & Place of Birth:	Bahraini
Marital status:	Single
Date of Birth:	27/04/1992
Address:	Villa 484, Avenue 909 Block 1209, Hamed Town, Bahrain
Contact Number:	36004822
E-mail:	ahmed5019@hotmail.com

**Educational Qualification:**

- 2011 - 2016: B.Sc. In Accounting and Finance, Ahlia University

**Work Experience:**

- September 2016 - Present: Executive Accountant, JBF Bahrain
  - Follow up with bank to monitor the inflow and outflow remittance and timely negotiate with a bank for banking charges and make sure that they charged as per agreement
  - Check and release freight charges to accounts on receipt then from logistics
  - Circulate daily cash flow statement to top management
  - Monitor of payment & receipts by RTGS & cheques, reconciliation of different bank accounts
  - Maintain proper record and files for cash vouchers, bank receipts and payment vouchers, journal vouchers.
  - Operate online banking for company's accounts.
  - Maintaining daily log book for each receipt and payments.
  - Making necessary entries like receipt of payment from customer, rebate, bank charges etc.
  - Clear advance against invoices.
  - Maintain proper records and date

- August 2015 - September 2015: Internship, Ernst & Young
  - Cross cast the financial statements.
  - Review the financial statement (Arabic & English)
  - New investment verification.
  - Update audited financial statements.
  - Reconciliation of reports.

### **Participation:**

- A member of THE MISSION program sponsored by Tamkeen.
- Participant of Bahrain Disabled Sports Federation & Bahrain Mobility International

### **Skills & ABLITIES**

- I am punctual and always keen on meeting deadlines.
- Have grown a quality to adjust around new people very easily in a friendly manner, to listen to different points of views and express my own opinions in matters regarding so.
- Proficient in Windows OS and Microsoft Office.

### **References:**

- Will be made available upon request