

# Curriculum Vitae

## Abdulla Ali Abdulla

Accountant

Date of Birth: December 11, 1994

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### OBJECTIVE

Seeking a responsible and challenging position in a growth oriented progressive institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth.

### QUALIFICATIONS

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|---|------------------------------------|---------------------|
| • B.Sc. in Accounting<br>GPA= 3.33/4.00                               | University of Bahrain              | Sep 2012 – Jan 2017 |
| • Secondary Certificate – Unified<br>(Commercial) Track<br>GPA= 90.4% | Isa Town Secondary<br>Boys' School | Sep 2009 – Jun 2012 |

### Experiences

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|---------------------------------|--|----------------------------|
| • <b>Ahli United Bank (AUB)</b> | <b>Retail Banking<br/>Representative</b> | <b>Nov 2017 – May 2019</b> |
|---------------------------------|--|----------------------------|

Responsibilities & Duties:

- Search for potential customers to demonstrate products and gain new markets.
- Respond to incoming customer requests and questions regarding financing service and products.
- Plan and prioritize sales activities towards achieving agreed targets.
- Provide all customers with full financial solution.
- Analyze customer's financial position, by checking the benefit report and give the primary approval of the deal.
- Communicate customers' opinions and complaints to the Business Development.
- Ensure strict compliance with the Bank's brand culture, ethics, policies and procedures.
- Submit customer application in line with the bank's criteria, marketing campaigns and the applied policies and procedures.
- Islamic banking (Murabaha).
- Following up with customers.

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|--|---------------------------|-----------------------------|
| • <b>Almoayyed Contracting Group<br/>(ACG) – Accounts Department</b> | <b>Trainee Accountant</b> | <b>July 2016 – Aug 2016</b> |
|--|---------------------------|-----------------------------|

Responsibilities & Duties:

- Used the ORACLE Application.
- processed suppliers' invoices.
- Prepared cheques.
- Reconciled accounts with General Ledger.
- Followed up due receipts for customers.

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## **SKILLS & LANGUAGES**

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- Fluent in English and Arabic.
- Microsoft Office (Word, Excel, PowerPoint and Access).
- Programming iOS and Android devices.
- Team and individual worker.
- Communication skills.
- Work under pressure.

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## **HOBBIES & INTERESTS**

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- Internet operations.
- Watching movies.
- Playing video games.

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## **REFERENCE**

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References are available upon request.