

Huda Abdulla Ali Sharaf

Curriculum Vitae

PERSONAL INFORMATION

- CPR No. 891107673
- Passport No. 2145794
- Nationality Bahraini
- Date of Birth 12th November, 1989
- Marital Status Married
- Mobile (+973) 39313993 - (+973)33129916
- Email Huda.sharaf@hotmail.com
- Address Villa No. 221, Road no. 337, Nabih Saleh 381, Bahrain.



OBJECTIVE

To work in a stimulating environment where I can apply and enhance my knowledge and skills to serve the firm to the best of my efforts.

EDUCATION:

University of Bahrain [Sakhir] – 2007 to 2012

Bahrain

- B.Sc. in Accounting and Business Administration

High School – Sitra Secondary School 2004 to 2007

Bahrain

- Major : Commercial
- GPA : 94.9 %

PROFESSIONAL TRAINING EXPERIENCE

- **2012** Gulf Petrochemical Industries Co., (Finance Department).

WORK EXPERIENCE

❖ November 2017 – Now

Dynamic Technology Company, Admin & Account Officer.

Main Duties Include:

- Managing the accounts of the company.
- Maintaining the accounting books of the company in accordance with IFRS.
- Preparing the financial statements of the company.
- Compilation and analysis of financial information and documentation of business transactions.
- Reconciling general accounts (prepayments and accruals) on periodic basis and performing the end of the month adjustments.
- Preparing bank reconciliations on periodic basis.
- Preparing and analyzing debtors and creditors aging reports.
- Maintains accounting controls by following policies and procedures.
- Perform other related duties as assigned by the Managing Director.
- Managing payments to vendors outside Bahrain.
- Deposit cheques & cash in the bank account.
- Control petty cash.
- Perform other related duties as assigned by the Managing Director.
- Prepare Payroll and transfer employees' salaries.
- Prepare purchase orders (PO), purchase vouchers(PV), material received notes (MRN).
- Managing materials store.
- Leading the Graduates Employment Project with the Ministry of Labor and Tamkeen.
- Oversight of the Company's HR function (Leaves, Salaries, Recruitment, VISA, LMRA, GOSI etc.)
- Monitoring day to day office requirements.

KNOWLEDGE AND SKILLS

- Focus Accounting System.
- Microsoft Office (Word, Power Point, Excel, Access, Publisher and Picture Manager).
- Communication skills, leadership, teamwork, problems solving & ability to work under pressure.

LANGUAGES

- Arabic: Native Language
- English: Reading, Writing and Speaking

HOBBIES AND INTERESTS

Reading, Cooking, Computer and Surfing the Internet.

REFERENCES

Available upon request.