



HUSAIN ABDULLA ALHEELA

PERSONAL BACKGROUND

I am a dynamic, goal-oriented individual who has developed a mature and responsible approach to any assignment or situation that comes my way. I am excellent at cooperating with others to perform a task on high dependency standards.

PERSONAL INFORMATION

Mobile: 66335117
CPR: 960100717
Date of Birth: 03/01/1996
Marital status: Single
Address:
House 795, Road 1622, Block 816
Isa Town, Kingdom of Bahrain
Email: alheelahusain@gmail.com

SKILLS & ABILITIES

- Motivated, well-disciplined individual.
- Problem-solving skills and willingness to learn.
- Finds joy in assisting others.
- Excellent communication skills, fluent in 2 languages (Arabic and English).
- Strong interpersonal skills.
- Time management and organization.
- Excellent Microsoft Office skills.
- Working knowledge of Peachtree accounting Package (Sage 50 Accounting).

CAREER BACKGROUND

Administrative Assistant

Khalid Saad Trading W.L.L | 2020 - present

- Conduct day-to-day project coordination, planning, and implementation across multiple teams.
- Create functional and technical application documents.
- Assisted in problem-solving and brainstorming solutions to existing concerns.
- Assisted the director.
- Completing purchase orders.
- Handled client acquisition and servicing.
- Liaised between the clients and suppliers.

Summer Trainee in E-Commerce Unit

CrediMax | 01 July 2019 - 31 August 2019

- Ensured customer satisfaction by handling day-to-day affairs.

Assistant Accountant|

First Class for Document Clearance | 2015 - 2020

- Performs internal auditing.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Managing payroll.

Summer Trainee in Office Management

Isa Town Post Office | 01 June 2013 - 31 July 2013

- Maintained and organized numerous office files.
- Constantly updated the office's packages, contact and mailing lists.

EDUCATION

University of Bahrain

Bachelor degree in Accounting and Economics | 2014- 2019

GPA: 3.02

Sheikh Isa Bin Ali Secondary Boys School

Secondary Certificate |Class of 2014

MAIN INTERESTS

- Photography.
- Football.
- Swimming.
- Table Tennis.
- Chess.