

# Curriculum Vitae

## Objective

To work in a collaborative environment that is constantly seeking to improve and innovate while supporting me to grow and to learn as an individual.

## Personal Information

Name : Seddiqa Alawi Sayed Hasan Sharaf  
Date of Birth : 21<sup>st</sup> May1990  
Address : House 1644, Road 3450, Block 1034  
Malkiya, Kingdom of Bahrain  
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Home : 17 596448  
Email : Seddiqa-alawi@hotmail.com  
Nationality : Bahraini



## Education

Feb – July 2014 Ernst & Young Training Centre / (Kingdom of Bahrain)  
ACCA Diploma & IFRS

2008-2013 University Of Bahrain/ (Kingdom of Bahrain)  
B.Sc in Accounting 3.02/4

2005-2008 Jidhafs Secondary Girls School / (Kingdom of Bahrain)  
High School ; Secondary School Certificate ( Science ) / 95.2%

## Work Experience

Sep2013-Now YK AlMoayyed & Sons Properties  
Position Executive Accountant  
Responsibilities

- Preparing the company VAT returns & coordinating with VAT consultants.
- Processing of suppliers invoices and grants payments (BAH-DXB & London )
- Processing of local purchase orders. (BAH)
- Prepare the daily and weekly Banks Balances reports & Banks reconciliations. (BAH- DXB & London)
- Control daily account receivables transactions. (BAH & DXB )
- Manage the Electricity limits of all tenants. (BAH)
- Coordinating with the lawyers for claimed amounts cases.

Jul- Aug 2012 The Bahrain Petroleum Company ( BAPCO )  
Position: Trainee in Finance Department  
Responsibilities:

- Booking account receivable invoices using Oracle Program .
- Bank Reconciliation.
- Writing the slip deposit cheques.

**2008-2011**

**Position:**

**Al Hajar Charity Fund**

**Volunteer teacher**

**Responsibilities:**

- Teach children the basics of mathematics.
- Take responsibility for children in the trips .

### **Additional Qualifications**

- **ISO9001:2008 (Internal Quality Auditor Certificate ) from GIC /UK .**
- **Business English Course at Berlitz institute.**
- **First Aid – Osho Centre**
- **Attendance of many workshops and conferences**

### **Language**

- Arabic & English spoken & writing.

### **General Skills**

- Enthusiastic and highly motivated with excellent, interpersonal and communication skills.
- Possess a high level of commitment and desire for continuous learning and development.
- Keen and conscientious with the ability to work individually and as part of a team.
- Ability to respond to frequently changing and conflicting priorities.
- Competence to build and maintain strong working relationships.
- Ability to work to strict deadlines and whilst under pressure.
- Capable to learn quickly to extend skills and increase responsibility .

### **Computer Skills**

- I have a good knowledge of Oracle Program ,
- Microsoft office package& Adobe Photoshop programs.

### **Interests**

- Reading & socialising with friends.

### **Referees**

- **Mr. Hesham Isa Al Nayem “39990595”**  
YK Almoayyed & Sons properties  
Property Affairs Manager
- **Ms. Injood Ahmed “33991182”**  
Almoayyed Chambers  
Lawyer