CURRICULUM VITAE

Personal details

Name:Salman Khalil Ebrahim

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Gender:MaleCPR:891110917

Date of birth: 10/11/1989

> Nationality:Bahraini

> **Driving licenses:** Available



Objective

To work in a challenging environment that maintains high professional standards, fosters personal growth, provides the opportunity for continuous learning and expects quality results.

Experience

Assistant Supervisor, Al Dhahrani Contracting Company.

- Start work 2009 TO 2016
 - Acts as supervisor of other accounting staff in the absence of the Accounting Supervisor.
 - Assists with the preparation of routine monthly reports.
 - Reviews and prepares monthly summary of employee mileage reimbursements to be submitted to payroll for payment.
 - Custodian of petty cash fund.
 - Monitors accounts payable clerks daily entries, approves and posts daily batches.
 - Prepares and/or reviews journal entries.
 - Assists with the month-end and year-end closing process.
 - Maintain accounts receivable customer files and records.
 - Follow established procedures for processing receipts, cash etc.
 - Process credit card payments.
 - Prepare bank deposits.
 - Posts customer payments by recording cash, checks, and credit card transactions.

Purchase Officer, Up Town Gourmet,

- **START WORK** JAN 2016 **TO** Oct 2017
 - Analyze price proposals, financial reports, and other information to determine reasonable prices.
 - > Negotiate contracts on behalf of their organization.

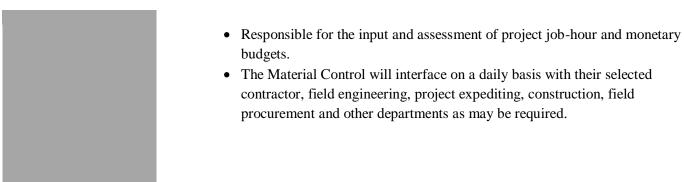
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers.
- ➤ Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- ➤ Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.
- ➤ Maintain and review records of items bought, costs, deliveries, product performance, and inventories.
- Work out agreements with suppliers, such as when products will be delivered.
- Evaluate suppliers based on price, quality, and delivery speed.
- ➤ Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.

Gulfcx Company, Customer service.(project Aramex delivery unlimited)

- START WORK DEC 2017 TO JUN 2018
 - Attracts potential customers by answering product and service questions;
 suggesting information about other products and services.
 - Opens customer accounts by recording account information.
 - Maintains customer records by updating account information.
 - Resolves product or service problems by clarifying the customer's
 complaint; determining the cause of the problem; selecting and explaining
 the best solution to solve the problem; expediting correction or
 adjustment; following up to ensure resolution.
 - Maintains financial accounts by processing customer adjustments.
 - Recommends potential products or services to management by collecting customer information and analyzing customer needs.
 - Prepares product or service reports by collecting and analyzing customer information.
 - Contributes to team effort by accomplishing related results as needed.

Purchase Officer, Bokhowa Group,

- Direct contact / negotiation with supplier.
- Review prices and products specification form and determine the best deal.
- Create Purchasing Orders.
- Report process of field material requisitions thru Bid / Evaluate / Award phase.
- Expediting of committed purchase order, blanket purchase order administration for goods and services purchased, delivered to the jobsite of offsite storage location.
- Reporting to the Field Procurement Manager for functional direction.
- Project Expediting Supervisor for operational direction.
- performs expediting activities at the jobsite to ensure the timely delivery of materials and equipment to meet project needs.



Education

- **BSC Account & Finance -** Al-Ahlia University (2009 2016)
- **Diploma in CIPS** (**procurement & supply operations**)- Logic Institute (2018)
- Diploma in LOMA (ALMI-Associate, life Management)-TAG ORG (2019)
- Ahmed Al-Omran Secondary School Commercial Studies (2004-2007)
- Other certificate in Bahrain Training Institute & Berlitz Institute

Personal features

- Open minded and accept other people's points of view.
- Willing to go the extra mile for the customer.
- Able to work under extreme work pressures and long working hours.
- Business driven, focused and hard working.
- Effective team player with outstanding communication and interpersonal skills.
- Advanced time management & capable in dealing with stress.

Skills

- Computer literacy:
- SAP System
- MS Office applications (Word, PowerPoint and Excel).
- Languages:
- Arabic Native
- English, speaking and writing.