

ZAHRA MOHAMED ALI ALHENDI

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• zahraalhendi@outlook.com



Skills

- Self-motivated
- Time Management skills
- Organized
- Team Player
- Flexible and fast learner
- Secretary Skills

Personal Information

PERSONAL DETAILS: Date of Birth: 17 APRIL 1994 Marital Status: Single Nationality: Bahraini

CPR Number: 940401576

Education

Bachelor of Arts: Finance, Accounting and Management, 2016
The University of Nottingham
Graduated with Honours degree

Foundation in Business and Management, 2013
The University of Nottingham

High school certificate, Commerce section, 2012
Omaima Bent Alnoman secondary girls school, Bahrain
Top 10% of class in school

Other courses and certificates

International English Language Testing System (ielts), 2013
Score: 6.0

Inventory and Logistics Operations, 2017
30 hours course

Experience

Accountant, 03/2017-02/2019

ITC BEVERAGE AND BOTTLING Factory

- Handling the account payable
- Handling the account receivable
- Payroll
- Leave pay and indemnity calculations
- Depreciation of assets
- Supervise the sales and warehouse
- Bank reconciliation
- End of month reconciliation
- Prepare end of month financial statements.
- Handling all bank transactions

Employee, 19/12/2016-for two months

TOP HOLIDAYS, ZINJ- KINGDOME OF BAHRAIN

- Prepare invoices for the customers
- Customer service duties such as calling and taking calls from customers
- Prepare required documents for the customers (PREPARE VISAS)
- Handling the cash

Trainee, 06/2016-08/2016

Arab Financial Services, Kingdome of Bahrain

- helping the Account Payable team in day to day activities such as invoice payment
- Manage the visa and master card daily reconciliation
- Help the accountant team in managing trade and sales settlements
- assisted in the month end transactions and reconciliation such as prepare the customer's invoices.

Trainee, 06/2015-08/2015

Ministry of Finance, Diplomatic Area, Kingdome of Bahrain

- Support the finance department with daily operational functions

Interests/ Hobbies

- Crossfit
- Reading
- learning new languages
- Travel

Languages

Arabic: Fluent speaking, writing and reading abilities.

English: Fluent speaking, writing and reading abilities.