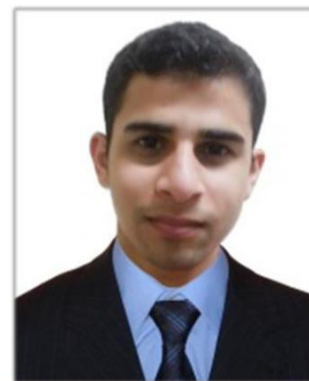


Ahmed Makki Ahmed

Energetic and ambitious, seeking for a job in your reputed company that will further improve your company to the best and enhance my knowledge and skills.



➤ PROFESSIONAL EXPERIENCE

Apr 2015

- to -

Jun 2018

Public Accountant (Etaam for Foodstuff Co)

- Entering daily purchases and payments invoices and transactions.
- Responsible of solving problems related to the stock of salesman and other cases.
- Monitoring and managing salesman and employees daily work.
- Communicating with suppliers to handle the quantities requests of items
- Organizing and managing weekly meeting.
- Providing technical support and advice on management
- Preparing the list of salaries and wages of employees on time.
- Analyzing financial information and summaries financial status
- Communicating actively with clients to arrange the payment process in different way.
- Directing internal audit to ensure compliance
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports.

Sep 2012

- to -

Mar 2013

Account Payable (Batelco)

- Worked with SAP system to enter invoices and other transactions
- Worked on filing of invoices and another document in suitable place.

Jan 2002

- to -

Current

Social Volunteering

- Volunteering in many social activities and Charites such as teaching children, organizing some festivals and events in Karzakan Society.

➤ **Date of Birth:**
12th July 1987

➤ **Nationality:**
Bahraini

➤ **CPR Number:**
870704907

➤ **Address:**
House 78, Road
2603, Karzakan 1026,
Kingdom of Bahrain

➤ **Telephone: (Mobile):**
39423681

➤ **E-mail:** hamandi-10@hotmail.com

➤ **Languages:**
Native Arabic &
Good English.

➤ INTERPERSONAL SKILLS:

- Great motivation to learn new skills / technologies.
- Good analytical / problem-solving skills.



EDUCATION:

Sep 2012 - to – Jun 2015	High National Diploma in business (Accounting) Bahrain Training Institute
Sep 2010 - to – Jun 2012	National Diploma in business (Finance) Bahrain Training Institute
Sep 2009 - to – Jun 2010	First Diploma in business (Finance) Bahrain Training Institute
Sep 2003 - to – Jun 2005	Secondary Certificate, High School Isa Bin Ali Secondary School



REFERENCES:

Upon Your Request.

- Able to work independently or part of a team.
- Have excellent communication skills.



COMPUTER SKILLS:

MS Office, MS Excel
Programming Tally 9.0



INTEREST & HOBBIES:

Football, music,
driving, reading books
and swimming.