

Curriculum Vitae

Personal Information

NAME : Ali Mohammed Al-Zaki
CPR. NO. : 890407185
ADDRESS : Villa: 991, Avenue:7727, Block:477, Shakhura
NATIONALITY : BAHRAINI
DATE OF BIRTH : 15/4/1989
MARITAL STATUS : Married
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EDUCATION:

<u>Qualification Received</u>	<u>University /School</u>	<u>From</u>	<u>To</u>
1. B.S.C in Accounting.	University of Bahrain	2009	2014
2. Associated Diploma in Commercial Studies.	University of Bahrain	2007	2009
3. Certificate of Secondary Education (Science Section).	Naim secondary school	2004	2007

PERSONAL SKILLS:

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|----------------------------|---|
| ✓ Computer Skills Programs | Word Program, Power Point, Excel, CSS, ADP Auto line, Oracle, S2B Banking |
| ✓ Languages | Arabic & English |
| ✓ | |

WORK EXPERIENCES:

[28 April 2018 – present]

Accountant
"Haji Hassan Group"
Haji Hassan Mechanical Engineering Workshop
Division

Responsibilities:

- Maintain supplier relationships using both the phone and e-mail.
- Allocate and process journal entries to ensure all business transactions are recorded.
- Online payment for overseas suppliers.
- Update and control accounts receivable and issue invoices.
- Update and control accounts payable and perform Bank reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Responsible for the accounts and efficient daily operations cash flow of the office.
- Opening and closing new engineering projects.
- Company project cost control.
- Prepare and control Petty cash Process.

[9 Sep2014– 1 April2018]

Junior Accountant
"Ahmed Zayani&sons company"

Responsibilities:

- Prepare and provide the daily sales report.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Assist with other accounting projects.
- Prepare local purchase orders and payment vouchers.
- Prepare and control petty cash process.
- Perform bank reconciliations.
- Prepare collection reports.
- Update and control accounts receivable.

TRINNING EXPERIENCES:

- | | |
|--|---|
| ✓ 1 st May 2015 | Certificate of developing high performance Teams- Tylos human development. |
| ✓ 15 th Mar 2014 - 15 th May 2014 | Training certificate - Electricity &Water Authority – Accounting and Customer Service Departments. |
| ✓ 2013 | Certificate of Building Customer loyalty – Bahrain International Exhibition and Convention Center. |
| ✓ 1 st July 2009 – 31 st August 2009 | Training certificate - Bahrain SWISS company (Account department). |
| ✓ 11 th August 2008 -15 th June 2010 | Certificate of participating in the transportation supervision- University of Bahrain. |