



 Muharraq, Samaheej, Kingdom of Bahrain

 00973-66668383

 Husainalhayku007@gmail.com



## Personal Information:

- Date of birth: 5 / 11 / 1993
- Nationality: Saudi
- Marital Status: Single



## Skills:

- Work well with clients and customers.
- Learn new computer systems very fast.
- Inspiring trust and confidence.
- Patience and persistence.
- Keep detailed and accurate records.
- Logical thinking.
- Honesty and ethics.
- Ability to work well under pressure.
- Desire to learn and succeed.
- Written and verbal communication skills.



## SOFTWARE Skills

- Microsoft Office ●●●●●●●●
- Typing speed ●●●●●●●●



## LANGUAGES:

- Arabic ●●●●●●●●
- English ●●●●●●●●



## Interests and Hobbies:



Reading



Following the latest technology



## Reference:

Available upon request

# Husain Saeed Ali Alhayki

## Accountant



## OBJECTIVE OF THE WORK:

I am an Accounting graduate with excellent communication skills, confident, ambitious, flexible, creative and excellent team player. Seeking a challenging career opportunity in a progressive corporation, to improve my skills and abilities, and to move ahead in my profession with hard work, dedication, continuous learning and creativity.



## EDUCATION:

2011 - 2016

**B.Sc. in Accounting**

University Of Bahrain

2011

**Graduated Secondary (Commercial )**

Muharraq boys Secondary school

2009 - 2010

**Certificate of completion Injaz Program**

Accomplishment Certificate in Society Service

2009 - 2010

**course in English, typing & commercial skills**



## EXPERIENCE:

Feb 2018

**House me for Real Estate, Bahrain**

To Present

**Sales Representative**

- As a client focused sales representative, selected the most suitable investments for customers according to their specific financial situations.
- Develop relationships with clients to understand their needs and provide the best real estate solution.
- Serve as a representative for clients from start to the end of the transaction closing.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.

March 2017

**Pieces furniture, Bahrain**

June 2017

**Accounts/ Administration,**

- Preparing bank deposits.
- Processing Account payable and payment vouchers.
- Handling petty cash.
- Update Bank Reconciliation by comparing both bank statement and company records.
- Ensure all business expenses are properly authorized prior to processing and accurately entered into the proper expense account.
- Matching vendor's invoices against purchases orders and recording liabilities.
- Obtain proper authorization for various store purchases, generating purchase orders and communicating with suppliers.
- Preparing delivery schedule of sold item to be delivered to required destination.
- Monitor staff work, staff attendance and advice workers on pending tasks to be done.

2015-2016

**Samaheej Charity Society, Bahrain**

**Member**

- Handling Correspondence.
- Contacting potential donors.
- Manage and update databases to record donor contact and preference information.
- Handle all office correspondence filing and maintain the confidentiality of document.

Jul 2015

**Al-Hayki Factories**

Aug 2015

**Worked as an Intern**

- Assist in Accounts and administration duties and responsibilities.