

CURRICULUM VITAE

PERSONAL INFORMATION

Name: Ali Yusuf Ali
Nationality: Bahraini
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OBJECTIVE

An accounting graduate, seeking a position of accountant, so that I can use my accounting skills and knowledge to the best.

EDUCATIONS

Sep 2013 – Aug 2017 **University of Bahrain**
B.Sc. In Accounting (GPA: 3.04 / 4)
Sep 2010- June 2013 **Hamad town Secondary School**
General Certificate – Commercial

EXPERIENCE

Nov-Dec 2018 **Gulf Medical and Diabetes Center**
Medical Records Data Entry
Main Duties & Responsibilities:
- Scan documents from Patients files and enter it into system.
Oct-Nov 2017 **National Motor Company (NMC)**
Trainee in Finance and Accounting Department
Main Duties & Responsibilities:
- Office work.
- How to deal with customers and suppliers.
- Check documents.
- Do some transactions in accounting system.
June-July 2012 **Kuwait Health Center**
Trainee
Main Duties & Responsibilities:
- Book and organize appointments.
- Organizing files.

LANGUAGES

Arabic Excellent written & spoken
English Good written & spoken

SKILLS

-Excellent written and communication skills.
-Aware of different accounting concepts.
-Strong technical skills.
-Excellent computer knowledge.

INTEREST

-Creative.
-Able to work under pressure.
-Enjoy working with teams or as individual.