



PROFILE

Detail-orientated Professionalism **Credit Control** Coordinator with 5 years effectively maintaining accurate accounting information for large-scale financial organisations. Self - Motivated who consistently exhibits sound judgment when scrutinizing complex financial documents.

STRENGTHS

Accuracy

Negotiating

Decision making

Fast learning

Discipline

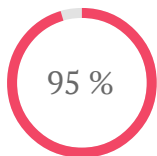
Focused

Thoughtful

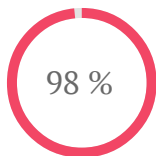
Strategic thinking

Adaptable

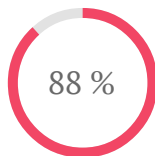
AREA OF EXPERTISE



Financial
Accounting



Credit Control



Accounting ERP

WORK EXPERIENCE

Credit Control Coordinator 05/2016 – Present
ZAYANI LEASING, Bahrain

Coordination between accounts department and other departments in the company and between the credit control department to obtain the necessary information and documents that enable the company to collect their money.

- Prepare analysis and maintain up to date records and reports documenting the status, amounts and the nature of their disposition.
- Act as a backup for the credit control department.
- Maintain a smooth and healthy relationship with all parties concerned.
- Arrange meeting for business discussion with the clients to receive the payments/receivables as per company credit policy.
- Receive new deals requests from Sales department, review them and follow up for missing required documents if any and to submit them for approval.
- Maintain a smooth and healthy relationship with all parties concerned.

WORK EXPERIENCE

Major ACHIEVEMENTS in Zayani Leasing:

- Contributed greatly to facilitate and accelerate many customers payments most notably are Ministry of Municipality Ministry of Interior, Ministry of Works, Electricity and water authority Etc;
- Kept everyone of the events in terms of follow-ups.

Assistant external auditor 10/2015 – 04/2016
GRANT THORTON, Bahrain

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- Engagement in Audit projects, working in teams of qualified and highly motivated professionals.
- Deliver work of highest quality, documented in accordance with our company's standards.
- Provide support to senior team members in executing audit procedures.
- Maintain highest standards of business ethics and deliver excellent client service.

EDUCATION

B.Sc in Accounting 09/2011 – 07/2015
UNIVERSITY Of BAHRAIN, Bahrain

Graduated With GPA 3.5

High school commercial studies 09/2008 – 07/2011
HAMAD TOWN SECONDARY SCHOOL, Bahrain

Graduated With 96.4%

TRAINING JOBS

- University Training in Social Insurance Organization's finance affairs (July 2015 – Sep 2015)
- Summer Job in IPSOS Bahrain's research and development department (July 2014 – Sep 2014) – Summer Job)

SKILLS

Languages

Arabic
English

Native
Professional

SKILLS

ICT

Computer Skills
Microsoft OS
AIS Software



CERTIFICATES & ACTIVITIES

2016

Certificate of participation in Mentoring program in **Arab Bank** (that was organized by BIBF sponsored by National bank of Bahrain)

2013

Certificate of attendance in Seminar (**Disney Style**) Service, Leadership & Creativity.

2015

Certificate of participation in (**2nd Arab Gulf Forum for Accounting & Auditors**) Under the Patronage of Industry and Commerce Ministry, Bahrain Accountant.

REFERENCES

Available Upon Request