

SAYED AHMED MOHSEN

Experience

Internship-Auditor Assets

protiviti bahrain | 2021-Aug

- **Verifies assets and liabilities** by comparing items to documentation.
- **Completes audit work papers** by documenting audit tests and findings.
- **Communicates audit findings** by preparing a final report; discussing findings with auditees.
- **Prepares special audit and control reports** by collecting, analyzing, and summarizing operating information and trends.

Internship - Customer service agent for Extra (KSA)

Gulf CX | 2020 - May - 2021 - Feb

- **Track and follow-up** all customer requests in a timely manner.
- **Answer customer inquiries** concerning services, products, billing etc.
- **Maintain a broad knowledge** of company products and services.
- **Responding promptly** to customer inquiries.
- **Track customer requests** and tell them when the products will arrive or re-schedule the product.
- **Provide professional and courteous customer service** to improve business performance.
- **Provide assistance to customers** in a very pleasant and friendly manner.
- **Inform customers** about product discounts and promotions.
- **Handle dissatisfied customers** in a polite and professional fashion.

Internship -Treasury Analyzer

Bapco | 2019 - Jul - 2019 - Aug

- **Converted currencies** from Bahraini dinar to US dollars.
- **determined if more cash** was needed. In that case, made plans for fund inquiries either through the use of debt or equity.
- **planned for investment purposes** if the forecast resulted in surplus and cash excess showed up
- **Analyzed the quantity of crude oil** during a specific period, compared prices in that period, give some advice, and summarized this information via a graph.

Part-Time Job as a librarian

University Of Bahrain | 2018 - Jan - 2019 - Jan

- **Provided customer service** for library users
- **Provided suggestions** to library users about new books to try
- **Helped library users check out books** Returned the books to their correct places in the library.
- **organized the newspapers**
- **Arranged and organized the library.**
- **Ensured that students** remained quiet inside the library .
- **Explained how to use the library.**
- **Explained when materials** must be returned.

Profile

A recent graduate with a bachelor's degree in Banking and Finance from the University of Bahrain, I am interested in working in the business sector in order to continue to improve my skills in these fields.

Contact

🏠 Manama

☎ +97366956446

✉ s.ahmed4422@gmail.com

in <https://www.linkedin.com/in/sayed-ahmed-1466a6196/>

languages

✓ Arabic

✓ English

● Internship - Office assistant

Midal Cables | 2012 - Jun - 2012 - Aug

- Helped employees with activities such as filing and data entry.
- Learned about shipping processes in the company .

Education

● BSC Banking and Finance (Major) - Economic

UOB, Bahrain | 2013 - 2019

Extramural activities -

I participated in the following programs at my university:

- ICT - Innovation and Entrepreneurship Program (2016)
- Innovation Camp Program, in cooperation with Injaz (2016)

Organizing:

- Orientation Activities for new student (2016 - 2019)

● Employability skills

berlitz, City | 2021- April - 2021 - June

-English language skills.

-communication skills

-Administrative computer skills

-CV preparation and job interview training

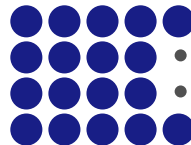
Job skills:

-customers service and work as a team

Skills

Personal skills

Discipline
Quick learner
Organizing events
Dealing with others



IT skills

Microsoft Office



Certifications and courses

⚡ English course and Employability Skills course (2021)

⚡ Family program, Injaz (2017)

Volunteer work

TEAM MEMBER

Themar team | 2017 - Feb - 2019 - Jun

We undertook some activities to help society by increasing the awareness of the needs of poor people and orphans