

Husain Mansoor Ahmed



• House Number :780 • Road Number :1929 • Block Number:419 JIDHAFA
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Personal Information

CPR No: 951102877.
Date of Birth: 11th November, 1995.
Marital status: Single.
Nationality: Bahraini.

Objective: Seeking an opportunity that will allow me to utilize my skills and attain professional growth while assisting in the continued improvement of the organization.

Education:

B.S.C in Accounting / Finance.
University: University of Bahrain.
Graduated Date: June, 2018.

Secondary School(Commercial studies).

School: Nuaim Secondary School.
Graduated Date: 2013.

Experience:

* Black Gold Equipment Hiring.

Position: Junior Accountant.

Date: 1/12/2018 – Present.

Responsibilities:

- * Assist Bookkeeping all prior year (2018) transaction of expenses, fixed Assets, depreciation, cash deposit, withdrawals, Salaries, Payment, Amount not reflected in Company Books, & Bank reconciliation.
- * Initiating employee's salary transfer through applying online banking.
- Day to day account activities in Tally & issuing clients invoices.
- Updating & controlling account receivables and account payables.
- Generate SOAs and follow up the customers payments.
- Provide reconciliation of bank & accounts.
- Monitor & Record daily inventory transaction.
- Monitor & Record daily sales & expense transaction.
- Manage all vendors payment when it is due to & prepare cheques.
- Preparing payrolls, calculating overtimes & leave settlements for Bahrainis & Expatriate.


* Al Baraka Islamic Bank.

Position: Training Customer service & Teller service.

Date: 1/03/2018 – 30/04/2018.

Responsibilities:

- General office works.
- Providing customer services, including: cards/cheque book handling.

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- Personal and non-personal account opening/closing.
 - General teller works.
 - Record routine transactions, including: accepting deposits, withdrawals money transfers and cashing cheques.
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**Volunteering
Experience:**

Bahrain post office (Jidhafs).

Position: Data entry.

Date: 2012.

Responsibilities: Assisted clients and prepared letters as requested. Researched and obtained further information for incomplete documents.

Skills :

- Very good analytical and mathematical skills related to Accounting.
- Very strong financial and management accounting background.
- Ability to manage multiple tasks.
- Communication and negotiation.
- Computer skills (Microsoft office).
- Experience in tally accounting software.

Languages : **Arabic:** Native speaker, **English:** Fluent.

Interests And Hobbies: Enjoy working with teams or as individual, reading ,writing and travelling.

References: Available on request.

