

FATIMA ALMUWALI

OBJECTIVE

Seeking a position where I can maximize my management and program development experience.

EDUCATION

2012-2017 **University of Bahrain**

Bachelor in Accounting

EXPERIENCE

❖ Accountant assistant

Shura Council

Al-Qudaybiya-Bahrain

July 2017 - November 2017

- communication with suppliers.
- Enter the invoice in the system .
- Issued check.
- Enter and review Accounting Entry.
- Review monthly statement.
- Deal with Customers .

❖ Procurement

Almowali Aluminum

Salmabad

December 2017 - December 2018

- communication with suppliers and customer
- Checking all Accounting receivable and payable
- Review monthly statement
- Deal with Customers



PERSONAL INFORMATION

Name: Fatima Almuwali

CPR : 940909219

Date of Birth : 25-9-1994

Nationality : Bahraini

Social Status : Married

CONTACT INFORMATION

Email: fatima.y.9@hotmail.com

Phone: +97337708334

Address: House174,
 Rood 5005, Al-
 Maqsha 450

LANGUAGES

- Arabic
- English

SKILLS

- Communication Skills
- Team Work
- Leadership
- Self control
- Accuracy and Flexibility
- Microsoft
- Time Managment
- Decision Making
- Stress Management

CERTIFICATIONS & COURSES

- Microsoft office (ICDL)
- Financial & industrial accounting-Modern institute , 2012
- E-commerce , November 2012
- Business Ethics & Etiquette , Bahrain Institute of Banking and Finance supported by BIBS , 2015
- Business English , Al-Wasat Training & Development Institute (WTDI) , 2016
- Spoken English , Aptech Institute , 2018

REFERENCES

- Mohamed Jameel
Accountant
Shura Council
Contact :17748888
- Hussain Alhayki
Finance Manger
Shura Council
Contact :17745691
- Abdulla Almowali
Maneger
Almowali Aluminum
Contact : 33389984