

CURRICULUM VITAE

Personal details

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- **Nationality:**Bahraini
- **Driving licenses:**Available



Objective

To work in a challenging environment that maintains high professional standards, fosters personal growth, provides the opportunity for continuous learning and expects quality results.

Experience

Assistant Supervisor, Al Dhahrani Contracting Company.

- **Start work 2009 TO 2016**
 - Acts as supervisor of other accounting staff in the absence of the Accounting Supervisor.
 - Assists with the preparation of routine monthly reports.
 - Reviews and prepares monthly summary of employee mileage reimbursements to be submitted to payroll for payment.
 - Custodian of petty cash fund.
 - Monitors accounts payable clerks daily entries, approves and posts daily batches.
 - Prepares and/or reviews journal entries.
 - Assists with the month-end and year-end closing process.
 - Maintain accounts receivable customer files and records.
 - Follow established procedures for processing receipts, cash etc.
 - Process credit card payments.
 - Prepare bank deposits.
 - Posts customer payments by recording cash, checks, and credit card transactions.

Purchase Officer, Up Town Gourmet,

- **START WORK JAN 2016 TO Oct 2017**
 - Analyze price proposals, financial reports, and other information to determine reasonable prices.
 - Negotiate contracts on behalf of their organization.

- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers.
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories.
- Work out agreements with suppliers, such as when products will be delivered.
- Evaluate suppliers based on price, quality, and delivery speed.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.

Gulfcx Company, Customer service.(project Aramex delivery unlimited)

- **START WORK DEC 2017 TO JUN 2018**
 - Attracts potential customers by answering product and service questions; suggesting information about other products and services.
 - Opens customer accounts by recording account information.
 - Maintains customer records by updating account information.
 - Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
 - Maintains financial accounts by processing customer adjustments.
 - Recommends potential products or services to management by collecting customer information and analyzing customer needs.
 - Prepares product or service reports by collecting and analyzing customer information.
 - Contributes to team effort by accomplishing related results as needed.

Purchase Officer, Bokhowa Group,

- Direct contact / negotiation with supplier.
- Review prices and products specification form and determine the best deal.
- Create Purchasing Orders.
- Report process of field material requisitions thru Bid / Evaluate / Award phase.
- Expediting of committed purchase order, blanket purchase order administration for goods and services purchased, delivered to the jobsite of offsite storage location.
- Reporting to the Field Procurement Manager for functional direction.
- Project Expediting Supervisor for operational direction.
- performs expediting activities at the jobsite to ensure the timely delivery of materials and equipment to meet project needs.

- Responsible for the input and assessment of project job-hour and monetary budgets.
- The Material Control will interface on a daily basis with their selected contractor, field engineering, project expediting, construction, field procurement and other departments as may be required.

Education

- **BSC Account & Finance** - Al-Ahlia University (2009 – 2016)
- **Diploma in CIPS (procurement & supply operations)**- Logic Institute (2018)
- **Diploma in LOMA (ALMI-Associate, life Management)**-TAG ORG (2019)
- **Ahmed Al-Omran Secondary School** – Commercial Studies (2004-2007)
- **Other certificate** in Bahrain Training Institute & Berlitz Institute

Personal features

- Open minded and accept other people's points of view.
- Willing to go the extra mile for the customer.
- Able to work under extreme work pressures and long working hours.
- Business driven, focused and hard working.
- Effective team player with outstanding communication and interpersonal skills.
- Advanced time management & capable in dealing with stress.

Skills

- **Computer literacy:**
- SAP System
- MS Office applications (Word, PowerPoint and Excel).
- **Languages:**
- Arabic Native
- English, speaking and writing.

