

Curriculum Vitae



Personal Details

Name	Khadija Abdulla Ahmed Mattar
CPR	910702993
Mobile	66763806
E-mail	Khadijamattar@hotmail.com

Experience

Date (From-To)	31 st May - 31 st August 2015 (Part-time), 1 st Sep 2015 - 30 th April 2017 (Full-time)
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Company Name	Alesraa Graphics
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Department	Accounting Department
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Responsibilities

- ◆ Uses financial data to prepare and record general ledger journal entries.
- ◆ Prepares cash and balance sheet account reconciliations for multiple sets of financial statements.
- ◆ Analyzes the financial statements and provides concise explanations for variances.
- ◆ Researches period over period variances in revenue, cost of sales, and expense and provides logical explanations for the fluctuations.
- ◆ Prepares self-reporting invoices for enhancement and insurance type activities.
- ◆ Identifies researches & resolves all issues related to daily functions.
- ◆ Conducts business analysis, with ability to design, implement and manage projects & process improvements related to cash management, treasury workstation and accounting initiatives.
- ◆ Identifies efficiencies & recommends enhancements to management.
- ◆ Prepares Daily & monthly management reports.
- ◆ Works with internal/external auditors as needed.
- ◆ Documents and/or updates policies and procedures as needed [Peachtree]
- ◆ Performs other related duties as assigned.

Date (From-To)	30 th April - 30 th June 2014
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Company Name	Bahrain Petroleum Company (Bapco)
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Department	Financial Accounting Department
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Responsibilities

- ◆ Issuing invoices batches via [Oracle]
- ◆ Review financial statements and accounting reports for departmental management (Balance Sheet, Income Statements, Cash Flow ...).
- ◆ Review the approval contracts of external corporations and record keeping in [EMPAC]
- ◆ Prepare Distribution Customers List.
- ◆ Modify Transaction Details Report.
- ◆ Prepare Journal Voucher.
- ◆ In charge of Petty Cash.
- ◆ Perform different tasks as required.

Educational Qualifications

2014	B. Sc. in Accounting - Business Administration, University of Bahrain
2008-2009	Secondary School Certificate (95.4%)

Certificates

2013	A certificate of participation and completion of AJYAL Leadership and Entrepreneurship Program (5 th 6 th and 7 th of September) - AIESEC & Tamkeen
2009	A certificate of superior students in Bahrain; it is given to secondary graduates whose GPA is more than (95%) - Ministry of Education
2006-2007	A certificate of participation and completion of Success Skills Program - inJAz Bahrain A certificate of reading and writing Braille language for the blind - The Saudi Bahraini Institute for the Blind

Honors & Rewards

2008	Community Service - 60 Hours community services in the Central Informatics Organization in Kingdom of Bahrain.
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Skills

Technical Skills	<ul style="list-style-type: none">♦ Using Computer Applications♦ Effective in Access (Designing Database)♦ Excellent skills in dealing with accounts and financial statements♦ Advanced knowledge & proficiency in Microsoft Word, PowerPoint, Excel & Outlook
Personal Skills	<ul style="list-style-type: none">♦ Good communicational and analytical skills♦ Strong Ability to multi-task under pressure♦ Ability of self-development and acquisition of new skills continuously

Languages

- ♦ Arabic and English

References

Available upon request