

CURRICULUM VITAE



PERSONAL INFORMATION

Full Name **Abrar Ahmed Ali Alsawad**
Nationality **Bahraini**
Marital status **Married**
Sex **Female**
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OBJECTIVES

- To become a professional financier.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management and financial analysis.
- To contribute accumulated knowledge and experience to business.
- To find a stable job with promotion prospects and competitive salary.

EDUCATION

2009-2011 Sitra intermediate girls' school
2011-2014 Sitra Secondary girls' School
2014-2018 University of Bahrain (Bachelor's Degree) Banking and Finance – minor in Accounting. With GBA: 3

EXPERIENCE

Trained with **Credimax Company** under the **Merchant Back Office** For two months in:

Duties:

- ❖ Administrative support for all data entry on daily basis with MS Excel.
- ❖ Filing
- ❖ Checking transactions
- ❖ Customer Service
- ❖ Data Entry
- ❖ Registered new phone connections.
- ❖ Operating Computer and Internet, receiving and replying emails.

VOLUNTEERING

- Community service course at Central Organization of Information and Statistics in 2013.

Key Skills & Competencies

FINANCIAL

- Possessing strong numeric and analytical skills.
- Advances Excel skills.
- Experience of Project Accounting.
- Good IT skills including Microsoft Office - Word, PowerPoint.
- Balance sheet control.
- Resource planning.
- Reconciliation and the preparation of consolidated management accounts.
- Ability to manipulate analyses and interpret both financial and business data.
- A capable organizer equipped with strong Excel skills.
- Participation in team-wide preparation of statutory accounts.

PERSONAL

- Excellent people skills, leadership's skills and customer focus.
- Good communication skills.
- A proactive approach to problem solving.
- Able to work closely with customers, often in joint client/consulting teams.
- Flexible & adaptable, able to work well individually and within a team.
- The ability to perform under pressure and deliver to challenging timescales.
- Ability to handle confidential information.
- Can interact with all levels of staff including senior management.
- Attention to detail.
- Can build and maintain strong relationships.
- Proactive, taking the initiative to explore issues and to generate new ideas and approaches.
- Able to work under pressure and deliver results to deadlines.
- Having a creative, analytical, practical and thorough approach to resolving issues.

STRENGTHS

- Work with integrity, Competence, Objectivity and confidentiality.
- Ability to work on multiple engagements concurrently.
- Quick learner.
- Flexibility and Adaptability.

LANGUAGE

- Good in English and Fluent in Arabic.

Interests/Hobbies

- Reading, Drawing, Gardening & Travelling.

References available upon request

Thank you for your time and consideration.

SIGNATURE
ABRAR AHMED ALI
