



ALI MUNEER ALI ALARAIBI

Personal Information

CPR: 880502258
Passport No.: 2379824
Nationality: Bahraini
Status: Married

Contact Information

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Professional Profile

An energetic and ambitious professional who possesses the will to successfully deliver any task undertaken. As finance graduate, along with professional accounting experience in three organizations, and now is seeking a career growth in the financial and banking industries.

Core Competencies

- Business Communication
- Reporting Analysis
- Analytical Thinking
- Customer Relationship Management

Work Experience

Accounting Manager

Alraya Travel & Tourism Co.

March 2013 till May 2019:

Roles

- Handle all day-to-day transactions (Cash receivables, Petty cash, Refunds to customers)
- Handle Pay roll
- Reconcile vendor statements and prepare payment vouchers
- Reconcile bank statement
- Preparing sales and commission reports
- Meet vendor's sales managers to build strong business relationship

Accounts Controller

BIM Logistics & Services

April 2012 to February 2013:

Roles

- Handle Petty cash
- Prepare daily cashier's opening cash
- Reconcile vendor statements and make payment vouchers
- Reconcile daily sales reports and deposit the cash in the bank

Accountant

AL-Abanos Construction

June2006 to June2007:

Roles

- Handle day-to-day transactions (Invoicing, Preparing quotations, Petty cash, and reconcile purchases invoices)
- Handle Pay roll
- Preparing payment vouchers

Education Qualification

2007 to 2011:

Bachelor in Finance and Banking Sciences

YARMOUK UNIVERSITY (Jordan)

2003 to 2006:

Secondary school certificate

Hamad Town secondary school

Rating : (92.7%)

Core Skills

- Preparing account statements (Income Statement, Cash Flow Statement, Profit & Loss Statement)
- Assisting for analyzing the growth of the company
- Perfect in using Microsoft office (Word, Excel, Power Point)
- Good working knowledge in accounting systems (WinAcc. QuickBooks)
- Perfect in using GDS systems (Sabre, Galileo, Amedus)
- Able to learn quickly to provide the skills and increased responsibility
- Flexibility and the Spirit of One Team
- Efficiency of building and maintaining strong working relationships
- Sharing Experience and Knowledge

Languages

Arabic (Native)

English (Fluent)

Leisure and Hobbies

Travelling / Playing Football / Swimming

Reference will be furnished upon request