

MOHAMMED ALSHAKHOORI

JOB SEEKER



Career Objective

Motivated accounting graduate with a deep knowledge in accounting, auditing and corporate finance seeks obtaining Accountant position at a reputable organization which will benefit from my strong skills. Furthermore, will help me in getting the experience needed to implement my major studies, improve my skills, and to achieve organizational objectives.

Skills

- Tally ERP9
- Team work
- Good Communication skills
- Microsoft Office
- Time Management
- Decision Making

Contact

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Languages

- ✓ Arabic: Native
- ✓ English: Very good

Hobbies

- ✓ Internet Browsing
- ✓ Reading
- ✓ Sport

Experience

Accountant at Sehab Travel Establishment - 02/2020 to 01/2021

- Verify, allocate, post and reconcile accounts receivable.
- Posting the details of the company receipts & invoices and other documents in the accounting software.
- Work with senior accountant to solve financial discrepancies by collecting and analyzing account information.

Sales Agent at Mohammed Ali Asghar Trading - 11/2017 to 02/2020

- Present, promote and sell products using negotiation with existing and prospective customers.
- Dealing with multiple purchasing department officers from different companies to build a sustainable relationship.
- Collecting the local purchase orders and cheques from customers.

Accounts Trainee at Northern Area Municipality - 07/2016 to 08/2016

- Posting and processing journal entries to ensure all transactions are recorded.
- Assist senior accountants in preparation of monthly reports.
- Update financial data in databases to ensure that information will be accurate and available when needed.

Education

- Bachelor of Science: Collage of Business Administration, Accounting - 2017 **University of Bahrain**, Sakhir.

Certifications

- ALJESR training workshop certificate - 2017 **Bahrain Society for Training & Development**.

References

- Available upon request.