



# ROQAYA KAMALI

## ACCOUNTANT

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MAQSHA'A 450, SHAMALIYA, BAHRAIN

I'AM LOOKING FOR SUITABLE VACANCY WHICH ADD EXPERIENCE AND VALUE, LEARN NEW SKILLS AND IMPROVE QUALIFICATIONS, PASSION TO WORK WITH EFFICIENT TEAM AND HEALTHY ENVIRONMENT.

## WORK EXPERIENCE

### ACCOUNTANT ALJASER CO.

10/2006 – 04/2014

BAHRAIN

HERBAL WATER FACTORY

#### Achievements/Tasks

- ACCOUNT RECIEVABLE AND PAYABLE
- ISSUE INVOICES, RECIEPTS, CHEQUES
- UPDATE AND FOLLOW CUSTMERS
- FOREIGN AND LOCAL PURCHASING ORDERS
- BANK RECONCILIATION
- PETTY CASH

### ACCOUNT ASSISTANT KASHFI ENTERPRISE

02/2002 – 09/2006

BAHRAIN

RETAIL BUSINESS

#### Achievements/Tasks

- DATA ENTRY
- ISSUE INVOICES
- BANK DEPOSITS
- HELP SALES AND CASHIER
- FILING

## SKILLS

MS OFFICE : WORDS, EXCEL

ACCOUNTING SYSTEMS: SHAMIL, TALLY, SAGE, PEACHTREE

## EDUCATION

### DIPLOMA IN ACCOUNTING UNIVERSITY OF BAHRAIN

09/1998 – 12/2001

BAHRAIN

### CERTIFIED ACCOUNTANT TECHNICIAN ERNEST AND YOUNG

06/2012 – 06/2014

BAHRAIN

### CERTIFIED ISLAMIC BANKER GOLDED TRUST

03/2015 – 03/2015

BAHRAIN

### TAXATION AND PROFESSIONAL ETHICS GHAD TRAINING INSTITUTE

06/2016 – 06/2017

BAHRAIN

### CERTIFIED NPL DIPLOMA INTERNATIONAL H.R.D ASSOCIATION

02/2014 – 02/2014

BAHRAIN

### QUDURAT TRAINING PROGRAM THINK SMART

06/2014 – 07/2014

BAHRAIN

#### Courses

- BASIC MS OFFICE : WORDS, EXCEL

## LANGUAGES

ARABIC ● ● ● ● ●

ENGLISH ● ● ● ● ○