



Mohammed Al-Shakhoori

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PERSONAL SKILLS

- Good verbal communication
- Computer skills.
- Time Management
- Self-motivated
- Team leadership
- Report analysis

APPLICATION SKILLS

- Focus7 accounting software.
- Middle East software.

EDUCATION

Present

**Institute Of Management
Accountant** | *Seef District*

Certified Management

Accountant: Accounting And
Finance

January 2017

University Of Bahrain | *Sakheer*

Bachelor of Business

Administration: Accounting

PROFESSIONAL SUMMARY

Skilled Accountant looking for a full-time position where I can demonstrate my technical and business skills and contribute to achieve organizational objectives.

WORK HISTORY

09/2019 - Current

Mohammed Ali Asghar Trading Company

Warehouse Supervisor

- Applying First in / First out on the inventory items.
- Managing the warehouse from variety of aspects.
- Comparing the stock card (physical records) with the system records.

07/2019 - 09/2019

Mohammed Ali Asghar Trading Company

Accountant

- Preparing Bank Reconciliation.
- Examining sales invoices and credit notes.

11/2017 - 06/2019

Mohammed Ali Asghar Trading Company

Sales Representative

- Dealing with a variety of purchasing department officers to maintain a good relationship.
- Collecting cheques from customers.
- Keeping management informed by submitting daily activities reports.

HOBBIES

- Internet Browsing
- Reading
- Sport