



Zahraa Mohammed

A young Bahraini holding Bachelor Degree in Accounting and Finance with more than 8 years experience in Accounting & inventory analyst and related accounting purpose is looking for the opportunity to start a career that adds to my personal profile and credentials. I would like to capitalize on my knowledge and be part of a team to pursue a new challenge in the company

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Hibshi, Bahrain

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Experience

Nedex cargo Establishment.

**Accounting Manager/HR
Administrative**

April-2018 - October-2018

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.
10. Maintains financial security by following internal controls.
11. Prepares payments by verifying documentation, and requesting disbursements.
12. manage day to day entirely and able to cost, quote and operate cargo with whichever suppliers you desire.
13. Arranging payrolls payments and deductions.

M.H.Almahroos BSC(c)

**Inventory Analyst/Stock Purchasing
Specialists**

October-2010 - July-2017

1. Perform inventory movement/trend analysis. Process orders with principals accordingly.
2. Prepare monthly analysis report in prescribed formats for management and for all vendors.
3. Pricing analysis on a time to time basis, considering the fluctuations in currency exchanges rates, other import
4. costs, competitor pricing and do pricing updates in consultation with part manager.
5. Reconcile data collected during stock verification against system data. Summarized findings and forwarded to
6. parts managers. Analyze, identify & certify the reason of variation.
7. Preform necessary adjustment entries in system.
8. Generate orders for supplies, equipment, materials & general stock items with accomplishment with logistic process with courier, shipper outside and inside Bahrain.
9. Preparing Petty cash, duty cash statements & daily sales reports in periodic basis.

Batelco
Customer Service Representative
June-2009 - September-2009

10. Issuing Goods received notes once material received.
11. Arranging local transfer, adjustments necessary for adjusting items.
12. Preparing local purchase orders for supplier & vendors.

1. Customer service functions such as collect cash payment, cheque payment using related systems.
2. Make new orders, Orecal applications.
3. End Balance to send it to company account in the banks.
4. Sales mobile device, net device, laptops

Skills

Microsoft (with sound experience in advance excel operations)

Ability to organize, prioritize and work on multiple tasks.

Strong verbal, written and interpersonal communication skills.

Languages

English
Arabic Advanced

Education

University of Bahrain
**Bachelors Degree in Accounting and
finance**
BAHRAIN
2010

have studied many subjects such as; Auditing, Business Communication, Corporate Accounting, Commercial law, cost accounting, and Strategic Management

Certifications & courses

AIT Center :

Effective reports writing and correspondence skills certificate. NOV 2015

Tylos Human Development :

Work ethics certificate, DEC 2015

STC Center:

Warehousing Management Certificate, DEC 2015

Oasis Training Center:

VAT Implementation, OCT 2018