



Abdullah Al-Shaikh

Junior Accountant & Banker

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Contacts:

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Personal Information:

CPR: 960304622

Gender: Male

Nationality: Bahraini

Marital Status: Single

Driving License: Bahrain

Technical Skills &

Languages:

MS Office: Expert

English: Expert

Arabic: Native

Hobbies and Interests:

Sports

Traveling

Searching

Target Job

Target Job Location: Bahrain

Career Objective: To obtain a significant and challenging position as a banker or accountant wherein I will learn and excel in finance operation processes. A job that provides me a scope for growth in the Financial field.

Employment Status: Full time.

Educational qualification

Sep 2014 – May 2019: Bachelor's degree in business specialist in finance & Accounting from University of Bahrain.

Jun 2014: Sheikh Isa Bin Ali Secondary boys' school; Commercial major.

Certifications & Voluntaries

July 2013: Social Services Certificate.

March 2015: Annual Career Day Certificate.

October 2016: Volunteer to help Students with Special Needs.

February 2019: Recommendation letter from auditing instructor.

March 2019: Participate in University Preparation Forum seminar (Wain Aroh?).

Personal Skills

- * I am good in working in a team structure.
- * I am great in obtaining and processing information.
- * I have strong problem solving.
- * Ability to analyze quantitative data.
- * Ability to work under pressure and challenges for long hours.
- * Interpersonal and communication skills.



NOTE: Further information or\and clarification is\are available upon request*.

Employment experience

March 2019

Couple of days in Invita Claims Management Company as an intern on the payroll department.

Responsibilities:

- * Data and employment applications entry.
- * Organize employment forms.
- * Contacting the applicants for interviews.
- * Scheduling and arranging time frame for the applicant's appointments.
- * Gained broad knowledge about call center operations.

March – May 2019

Worked as trainee in BDO Jawad Habib in the audit department.

Official duties and activities:

- * Casting and analyzing financial statements.
- * Contacting and arranging meetings with clients.
- * Collect, check and analysis financial data.
- * Preparing the audit working papers.
- * Test the completeness and the accuracy to ensure the validity and legality of the client's financial records.
- * Select and vouch wide range of documents and samples.
- * Analyze the changing in the company's statements and accounts during the years.
- * Examining company accounts and financial control systems.
- * Examine the main activities of the client's companies.
- * Assess the compliance and accuracy with the financial regulations and control.
- * Learned real-world auditing principles.