



AIYAA HASAN ALSHAIKH

Junior Accountant

“ To obtain an accounting position where I will be able to contribute my skills, knowledge and experience to a company that will give me an opportunity to develop my career. ”

WORK EXPERIENCE

Jun,2015 to Jan,2017

JUNIOR ACCOUNTANT / PRIMEDIA INTERNATIONAL

- Handling Petty Cash.
- Entering daily receipts for all GCC Branch.
- Deposit check to bank, Follow up check returns.
- Data entry, journal entry preparation in all Branch and others using Oracle System.
- Bank Reconciliation.
- Checking outstanding balance for customers.
- Update customer files with issued invoices.
- Payment and Issuing Check and Receipts.
- Sales Report.
- Receivable Report.
- Updating PDC Check.
- Filing all Vouchers, Receipts.
- Preparing LPO.
- Doing Some HR task.

Jul - Oct ,2014

ACCOUNTANT TRAINEE / BAHRAIN PETROLEUM COMPANY

- Handling tasks in three divisions (A/c payable, General Accounting, Payments).
- Deposit Check to bank.
- Data Entry like journal Vouchers... etc
- Bank Reconciliation.
- Collect Receipts to Enter
- Helping People in other department.

EDUCATION

2009 - 2014

B.S.C IN ACCOUNTING / UNIVERSITY OF BAHRAIN

Participate in workshops , Career Hunter - Viva , Creativity - Batelco

2006 - 2009

COMMERCIAL STUDIES / SITRA SCEONDARY SCHOOL

Participate in Design Competition in Bahtain , 4th Place
Participate in injaz - Bapco

SKILLS

Mathematical skills / IT skills
Management skills / Organization skills
Fast learner / Flexible.

PROGRAMMES

ORACLE SOFTWARE



MS OFFICE



PHOTOSHOP

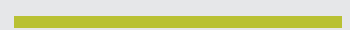


ILLUSTRATOR

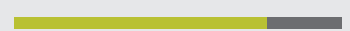


LANGUAGES

ARABIC



ENGLISH



CONTACT

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📍 SITRA - BAHRAIN