



PROFILE

I am a highly efficient, methodical, and ambitious person who has acquired the skills that enable me to coordinate and handle various financial transactions. I am also skilled at overseeing the administrative functions and necessary supportive details. I aspire to join a company in which I can contribute both to its success and my own through the use of my skills and capabilities .

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized
- ✓ Multi task

SOFTWARE SKILLS

Word

Microsoft Excel

Microsoft Powerpoint

LANGUAGES

Arabic

English

HADI  
SAYED HASHEM

Hadi.aali96@gmail.com

Phone number  
+97334112672  
Date of Birth  
19.08.1996

EDUCATION

09.2014 - 09.2018  
University of Bahrain  
Bachlor in Business Administration - Account  
  
09.2011 - 06.2014  
Isa bin Ali Secondary School

EXPERIENCE

June 2018 - August 2018  
M.H. Al Mahroos  
Trainee in E commerce Department  
Responsibilities:

- Extract Data.
- Analyze Data.
- Data Entry.

2017 - 2018  
Tuba Alkhair  
Accountant - Sales

- Managing accounts and book keeping.
- Negotiating the terms of an agreement and closing sales.
- Receiving and following-up customer calls.
- Making accurate, rapid cost calculations and providing customers with quotations.
- Customer care after sales.

HOBBY

  
Technology

  
Football

  
Fishing