CURRICULUM VITAE

FATIMA HASSAN AL ASFOOR

* Address : House No.504, Road No.2119, Jidhafs 421, Kingdom of Bahrain.
* Date of Birth : 13-12-1987
* Telephone No. : (+973) 36788966

(+973) 36555124

* E-mail Address : [asfo0ora87@gmail.com](mailto:asfo0ora87@gmail.com)

1 Occupational Goal

Seeking for a position where my abilities can be fully utilized along with enhancement through professional growth.

2 Educational Qualification

2008 - 2012 The Kingdome University

B.s (Finance & Banking)

2001- 2004 Sitra Secondary School

3 Certificate

2007 International Computer Driving License (ICDL)

Modern Institute

2006 English Language Course

English Language Center

2002 English Language Course

Dar Al Marifa Institute

2001 Introduction to Ms. Windows

Delmon Academy

4 Work Experience

**Accounting March, 2013 – April, 2013**

**# Training Course in Finance & HR Department in Ministry of Work**

**Key Responsibilities:**

* Review and preparation of purchase orders in the system “Oracle”
* Review and pay bills and prepare payment vouchers in the system
* Settlement revenues of Ministry of Work
* Prepare income restrictions pertaining to work in the system
* Preparation of checks and payment vouchers
* Insert of fixed assets in the system
* Work on the ministry tenders
* Work on an inventory of fixed assets in the ministry and entered into the system
* Preparing letters and memos and printed
* All entrusted with the task of accounting

**Business Reporter November, 2009 – March, 2010**

**Key Responsibilities:**

* Handle Income & outcome mail & Email
* Sending & receiving fax
* Making Accounting & Financing
* Performing data collection and analysis tasks & submitted on the form of a report
* Create financial and statistical tools and reports using spreadsheets.
* Manage, organize, and update relevant data using database applications.
* Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations and effective service to connecting groups.
* Interpret financial statistics and other data and produce relevant reports.
* Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.
* Research and investigate information to enable strategic decision-making by others.
* Collecting & analyzing data
* Business information research
* Data entering

**Administration Assistant June, 2008 – June, 2009**

**Dun & Bradstreet Same LTD Company**

**Key Responsibilities:**

* Handle Income & outcome mail & Email
* Sending & receiving fax
* Making Accounting & Financing
* Performing data collection and analysis tasks & submitted on the form of a report.
* The preparation of the attendance and absence
* Greeted clients and visitors, set appointments
* Prepared invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/ or presentation software. Handled petty cash and receipts for reimbursements

**Accountant October, 2004 – Feb., 2007**

**Sabaya Trading Est.**

**Key Responsibilities:**

* Making Accounting & Financing
* Handle Income & outcome mail & Email

7 Skills and demonstrated competencies

* Computer skills: excellent knowledge in PC applications: window software, MS (Word, Excel, Access, Outlook and PowerPoint), Internet.
* Language skills: good in English & Arabic (reading, speaking and writing).
* Strong interpersonal and communication skills and the ability to work effectively as a team.

8 References

**- Ms. Jameela Sultan**

* DUN & BRADSTREET – MANAGER - OPERATIONS 39161987

**- Mr. A.Samad Al Nashaba**

* SABAYA TRADING EST. - MANAGING DIRECTOR 39450724