|  |
| --- |
| **Objectives** |
| I am seeking employment with a company where I can grow professionally and personally. |
| **Educational Qualification** |
| |  |  | | --- | --- | | **2016** | **University:** University of Bahrain  **Degree:** Bachelor in Accounting  **Graduated In:** 2016 | | **2011** | **High school:** Al-Tawon Secondary Boy’s School  **Secondary certificate:** Commercial Studies  **Graduated In:** 2011 | |

|  |  |
| --- | --- |
| **Work Experience** | |
| 1. **I am working in Al Manaratain Company from August 2017 until Now.**   **Responsibilities:**   * Enter financial transaction in Fame program. * Review and audit prior financial transactions. * Enter general journal For Invoices and close it in Fame program . * Enter cash in banks. * Make a daily report of cash flow. * Make bank reconciliation. * Call center for account department.   **2- I worked in Al-Nasser for Hiring Building Equipment from June To**  **August 2017.**  **Responsibilities:**   * Communicate with debtors. * Enter transactions into [Fame](http://www.google.com.bh/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjf1-akiaLOAhWJvRQKHd1ZA7UQFggdMAA&url=http%3A%2F%2Fwww.bahrainjobs77.com%2Fq-optimum-rewards-program-jobs-bahrain&usg=AFQjCNHxlJZfykcoveuXvZbRz5HwwQh6WA&sig2=zYRPyx77aXC54Pc7C_qZRw&bvm=bv.128617741,d.d24) program . * Writing cash receipt for customers. * Data auditing.   **3- I have trained in Dar Al-Awsat for 6 months – February To**  **August 2016**  **Responsibilities:**   * Enter transactions into [Optimum](http://www.google.com.bh/url?sa=t&rct=j&q=&esrc=s&frm=1&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwjf1-akiaLOAhWJvRQKHd1ZA7UQFggdMAA&url=http%3A%2F%2Fwww.bahrainjobs77.com%2Fq-optimum-rewards-program-jobs-bahrain&usg=AFQjCNHxlJZfykcoveuXvZbRz5HwwQh6WA&sig2=zYRPyx77aXC54Pc7C_qZRw&bvm=bv.128617741,d.d24) program * Enter petty cash | |
| **Skills** | |
| |  |  | | --- | --- | | **Additional Courses** | | | **2015** | **Course:** General health and safety | | **2016** | **Course:** Effective communication |   **Personal Skills:**   * Motivated, Initiative, Excellent communicator and team worker. * Problem Solving, Researching and Budgeting. | |
| **Languages** |
| * Arabic * English |
| **Reference** |
| * Available upon request |