**CURRICULUM VITAE**



# PERSONAL INFORMATION

Name : Ammar A.Majeed Mohammed

Address : Bldg. 290 Road 6909 Abusaiba 469

Telephone : 36688283

Date of Birth : 13th Nov 1987

Nationality : Bahraini

Martial Status : Single

Email : ammar9999@hotmail.com

# EXPERIENCE

September 2014 – Currently ; Freelance

* Clearance Transactions
* Transportation

February 2009 – August 2013 : Zeera United Factories Co. W.L.L.

General Accountant

**MAIN RESPONSIBILITIES:**

* Day to day account activities in computerized

Environment**.**

* petty cash control.
* PDC cheque conrol.
* Pass necessary journal entries to ensure smooth closure of books of account transactions.
* Updating and controlling the account of receivable and payable.
* Provide reconciliation of banks and accounts.
* Provide an update statement of accounts and reports to customer (Purchaser) and to Supplier.
* Preparing monthly financial and management reports.
* Banks deposit control.
* Preparing of payroll.
* Working on different accounting system.

August 2007 – September 2007 : Delmon Ceramic Co

Cashier

Responsible for collecting cash money from customers and issuing the cash memo.

July 2005 – September 2005 : Arabian Neon

Assistant Aluminum Designer

Responsibilities include shaping and cutting the aluminum sheets based in pre designed artwork and shapes. Fixing the ready designed boards in the sight is apart of my responsibilities..

March 2004 – May 2004 : Abdullah Ahmed Bin Hindi

Training Mechanics

Responsibilities included fixing car engines and find the issues and fix it.

# QUALIFICATIONS

June 2008 : Bahrain Training Institute

National Diploma in Accounting

December 2006 : Bahrain Training Institute

First diploma in Book Keeping

June 2004 : Jidhafs Secondary Technician School

High School Certificate

**COMPUTER SKILLS** : ERP System

Microsoft Office Excel

Microsoft Office Access

Microsoft Office Power Point

Microsoft Office Word

**HOBBIES**  : Swimming

Reading

Traveling

**LANGUAGES**  : Arabic (Mother Language)

English