###### Curriculum Vitae

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###### Ebrahim Ali Abdullah

* CPR No: 850607701
* Date of Birth Day: 07-06-1985
* Nationality: Bahraini.
* **Tel: (+973) 33969967.**
* **Email:** [**easbool@gmail.com**](mailto:easbool@gmail.com) **.**

**Summary:**  
Accounting Technician with a wide range of experience in the field of accounting with using differences Accounting Systems . Able to work with the Special Initiative, analytical and problem solving skills, and dedicated to maintain high quality standards.  
I hope to get the opportunity with your esteemed team, so I develop my skills and proven experience.

# summary of Qualifications

* B.S. Business Studies - Systems Track (Arab Open University) – Still Studying, 3rd Year.
* Secondary Certificate (Commerce) 2002 – 79.9%.
* AAT Level 2 (Association for Accounting Technicians) 2005.
  + Recording Sales Ledgers.
  + Recording Purchases Ledgers.
  + Recording Receipts Ledger.
  + Recording Payments Ledger.
  + Recording Petty Cash Ledger.
  + Recording & closing Journal Entries.
  + Recording Financial Statements.
  + Solve Accounting Errors.
* ICDL (International Computer Driving License) 2007.
  + Operation System
  + Windows Explorer & Files Managing.
  + Microsoft word.
  + Microsoft Excel.
  + Microsoft Access.
  + Microsoft Power Point.
  + Internet Explorer.
* First Certified For Accounting 2008.
  + Recording Journal Entries.
  + Recording General Ledgers.
  + Recording Financial Statements.
* Certified for Report Writing (2009).
  + Writing Business Letters & E-mails.
  + Writing Business Reports.

# Experience EMPLOYMENT

* ***Awal Gulf Manufacturing Co. – (Dec 2010 – Present):***
* ***Accountant***

***Responsibilities***

* ***A/c Receivable/Payable Sections***
* Account Receivable Management Dashboard (Local Section)
* Invoicing for receivables
* Receiving and allocating Checks form Debtors
* Receiving cash from services department and preparing receipts
* Checking status of deposits with banks.
* Petty Cash Transactions.
* Account Payable Management Dashboard (Import Section).
* Processing TT - LC payments.
* Tracking Good Received Notes (GRN) after process payments.
* Tracking and quarterly reporting unallocated payments.
* Preparing monthly payable balances.
* Dealing with Purchase Department for Suppliers Issues.
* Solving past due invoices, payment problems.
* Bank Reconciliation.
* Using Worktop Infor ERP.
* Reporting to Assistant Manager.
* ***Wajda Group(Part of Kooheji Construction)- (June 2010- Nov 2010):***
* ***Accountant Assistant***

***Responsibilities:***

* Bank Reconciliation.
* Bank Ledger Recording.
* Invoices Issuing.
* Petty Cash Leger Recording.
* Receivable Summary Recording.
* Issuing Payment Vouchers & updating the system.
* Issuing Receive Vouchers & updating the system.
* Recording Purchase Day Book & purchase Ledger.
* ***Purchases Executive:***

***Responsibilities:***

* Receive & prepare Purchase Request from other Departments,
* Send Price Inquiries to Suppliers.
* Receive Quotations from Suppliers & and choose the best Prices by preparing Quotation Comparative.
* Issue LPO to Supplier.
* Issue Goods Receive Note & Compare it with our LPO.
* Prepare Purchases Return for unaccepted Goods.
* Receive Invoice from the Supplier & and send it to Accounting Department.
* ***Junaid Alam Perfumes-( July 2009-May 2010):***
* ***Auditor:***

***Responsibilities:***

* All Sales Auditing.
* All Purchases Auditing.
* Vouchers and Expenses Slips Auditing.
* Invoices and Petty Cash Auditing.
* Testers and Damages Auditing.
* Prepare Monthly Stock Movement Reports.
* Stock Adjustment
* Financial Statement Auditing.
* Checking incoming – outgoing Goods.
* Checking Stores.
* Report to financial controlling Manager.
* ***Nass Group (Jul 2007 – May 2009):***
* ***Accountant Assistant:***

***Responsibilities:***

* Recording income & receipts.
* Recording payments.
* Building database.
* Recording Petty cash & other Expenses.
* Recording Labours OV Times.
* ***Ministry of Commerce:***
* ***Accountant Assistant:***

***Responsibilities:***

* Assist the accountant by record Petty cash transaction and report to him the monthly activities.
* Recording payment and income vouchers.
* Using Oracle & Excel.

**Present status:**

Study **B.S in Business Studies - Systems Track form Arab Open University**, in an effort to get the best results of scientific and professional.





