Hawra Al-Basri

***Objective***

Recent Accounting graduate. where I can utilize my skills, deliver my potential of accounting analysis and strategic implementation of the new approach towards the development of the company. I am eager to be part of a team that works dynamically towards the growth and success of the organization, whilst pursuing a challenging career, growing professionally and making a difference.

***Education***

**Bachelor of Science in Accounting 2012 - 2019**

*University of Bahrain*

**Hoora Secondary school 2009 - 2012**

**Dar Al Ma’rifa 2003-2007**

*Public language. (Reading, writing, speaking and grammar).*

***Career History***

**Accountant (Trainee) June –Aug 2018**

*Elya Auditing & Consulting*

* I conduct an auditing and casting.
* Updating data records
* Reviewing order forms
* Writing routine correspondences
* Problem solving.
* Following up with merchants
* Complete task within the given time period
* Efficiently maintained healthy client relationships, corporate and individual clients.

***Languages***

* Arabic: Read, Write and Speak. (Mother Tune)
* English: Read, Write and Speak. Very Good.

***Skills***

* Computer skills with proficiency in MS Office (Excel, Word, Access and PowerPoint).
* Capable of achieving targets and meeting deadlines.
* Fast and keen learner.
* Precise and attentive to detail.
* Excellent communication skills and the ability to deal with customers.
* Highly motivated and independent.

***Interests and Hobbies***

Reading, sports, marketing.

***References on Request***