**BSc in Accounting (Faculty of Management), AAT, CMA (on going)**

**Career Objectives**

Adaptable and ambitious Accounting studies graduated with possession of good conceptual background in various areas of Costs and Works Accounting, Financial Accounting, Corporate Accounting and Auditing & Taxation. Keen to take on the daily challenges, leveraging knowledge and skills to create uniqueness and meet organizational objectives.

**Academic Qualification**:

* **2011-2014** **BSc in Accounting (Faculty of Management)**

Pune University (Ness Wadia College of Commerce) – with Honor.

* **2006-2009 Secondary Commercial School Certificate**

Shaikh Isa Bin Ali Secondary School – Graduated with 94.40% GPA, with merit.

**Work Experience:**

* **2013-2014** Salesman (Al-rashed Group).
* **2014-2015** Call Centre Representative (Silah Gulf).
* **2015- till date** General Accountant, HR & Office Administrator (Pulse International Trading).
* **Job Duties:**

In Accounts:

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts.
* Analyze and forecast financial requirements for organization.
* Prepare Sales & Purchases Invoices.
* Controlling Petty Cash.
* Bank Reconcilliation.
* Preparing salaries.
* Preparing for staff anuual leave and indemnity.
* Preparing for assets depreciation.

In HR:

* Associating with LMRA for the employees registration/ termination, issuing / renewal of the residence permits.
* Associating with immigration for the visit/business visa.
* Associating with SIO for the new employee registration/cancellation and monthly follow up of invoices and settlements.
* Preparing Salary Certificates & Experience Certificates.
* Assisting in Processing monthly payroll, leave salary, overtime, deductions, staff settlements.
* Maintain and update overall employees records and personal Files.
* Following up employees passports, visa, ID cards renewals.

In Office Administration:

* Coordinating office activities and operations to secure efficiency and compliance to company policies
* Filling the documents.
* Ordering and maintaining stationery and equipment supplies.
* Sorting and distributing incoming fax and sending outgoing fax.
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Arranges meetings by scheduling appropriate meeting times, booking rooms, and planning refreshments
* Maintains accurate records for employee holiday requests
* Manages outgoing post and records data on special deliveries
* Photocopies and files appropriate documents as needed

**Skills & Abilities**

* 06-05-2006 English 2.2  **Modern Institute – Bahrain**
* **28-01-2011 Financial Accounting**  **Pune University and ETH Research Lab**
* 03-03-2011 Intermediate English Conversation Program **The English Clinic – India**
* **22-04-2011 Diploma – Book Keeping** **Pitman’s Institute - India**
* 25-01-2012 English Proficiency Test **University of Pune – India**
* 12-08-2012 Computer Fundamentals & MS Office **Pune University and ETH Research Lab**
* 10-09-2014 Introduction to Occupational Safety & Health **Osha Academy**
* 13-10-2014 Communication at Work **Pitman Training Centre – Bahrain**
* 16-10-2014 Sales Skills **Tylos Human Development - Bahrain**
* 11-11-2014 Principles of Customer Service **The City & Guilds of London Institute**
* 31-12-2014 Excellence in Customer Service **Silah Academy – Bahrain**
* **07-09-2016 AAT level 2 Certificate in Accounting (QCF) Al Moalem Institute - Bahrain**
* **26-09-2016 AAT Foundation Certificate in Bookkeeping Al Moalem Institute – Bahrain**

**Communication**

* Excellent Arabic and English (Reading, Writing, Speaking and Typing)
* Working effectively in a group and be cooperative & work under pressure.
* Presentation skills and able to write reports.
* Good Communication & mechanical skills.
* Good time and task management.

**References**

Available upon request.