**Curriculum Vitae**



**Personal Details:**

Name:                   Rabab Abd Ali Hasan

Nationality:          Bahraini

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**Educational Qualifications:**

2009-Jan 2014          B.Sc. In Accounting, University of Bahrain

2006-2009                  Secondary Certificate - Science GPA: 96.5, Sitra Secondary Girls’ School

**Courses and workshops**

Nov – 2018               “General English language”, British Council

Nov – 2018                “VAT workshop”, Ideal Solution institute

**Work Experience:**

**Feb,2018 Till Present            Abdali Mohamed \_ (Accountant)**

1. Invoice and expense report preparation.
2. Accurate journal and ledger entries.
3. Spreadsheet preparation.

**Jun, 2017 to Dec, 2017         Utility Air Condition –** Part time **(Accountant)**

**Responsibilities:**

1. Processing invoices from various locations for payment.
2. Raising and tracking invoices.
3. Documenting all accounts transaction.
4. Handling all telephone inquiries relating to accounts issues.

**Mar, 2015 to Jan, 2017       Jawad Business Group (Accountant)**

**Responsibilities:**

1. Preparing daily and weekly sales reports for local and international branches.
2. Booking invoices and petty cash in the Oracle system.
3. Preparing payments for the invoices by written checks.
4. Dealing with banks regarding the credit card issues.
5. Receiving and following up with the daily cash deposit reports from the brand restaurants.
6. Preparing supplier reconciliation for the branded restaurants.
7. Handling all telephone inquiries relating to accounts issues.

**2013                 Training as assistant accountant in Ministry of labor**

**Interests:**

Enjoy working with people, reading, seeking for more information about life and development and surfing Internet**.**

**Skills:**

- Good financial and accounting knowledge.

- Experienced in using oracle and other similar accounting systems.

- Strong Excel skills and MS office.

- Excellent team work skills and leadership.

- Communication skills

**Languages:**

- Fluent in Spoken and written Arabic and English.

**References:**

Available upon request.