**Jawad Ahmed Al-Aradi**

Flat 11,Villa 71 B, Road 29, Block 242 Arad - Bahrain

**Mobile No**: (+973) - 36339952 – **Mobile no**.(+973) - 36307787

**Email address**: [naradi76@hotmail.com](mailto:naradi76@hotmail.com)

**Marital Status:** Married

**Date of Birth:** 15-January-1976

**Nationality:** Bahraini

**Work Experience:**

October 2018 till present

**Al Moayed Wilhelmsen** **ltd**

**Data/Billing Entry Supervisor**

***Duties and activities:***

***Dealing with ;***

***Interrelations***

* In closing all pending job with was achieved.
* took on the task of job closing towards.
* Act in accordance with Almoayed Wilhelmsen ltd. Quality management system and overall values.
* Act in accordance to documented processes/policies.
* The position reports direct to airfreight manager.
* Import department/ Export department
* Finance.
* Put pricing for billing
* To ensure input of data is accurate into the system.
* To communicate in an efficient and professional manner.
* Coordinate with Import & Export Department.
* Follow up for invoicing and closing.
* Data entry for bas invoices.
* Entry of all jobs into EzyFreight.
* Maintain EasyFreight Records.
* Follow-up on all job closing
* Proactively enhance airfreight activity and assist the organizations inter-operational main/support activities.

March 2016 \_ September 2018

**Al Moayed Wilhelmsen** **ltd**

Accounts/HR/Admin Supervisor

***Duties and activities:***

***Dealing with ;***

***Interrelations***

* Data entry and maintenance of “ employee data software“ and generate reports.
* Procurement of stationery, office suppliers, pantry items ets. Focus on cost reduction.
* Arrangements of CPR, renewals, editing of info. Etc as required.
* Coordinate for the HR/ADM function of the Airport Office
* Follow up on the attendance, sick leaves, vacations and unpaid leave monthly reporting etc. of the Airport Office Staff
* Data Entry into BAS System on a regular basis
* Collect and issue receipts for all airport DO/ other collections
* Submit the collections to head office on a regular basis
* Entry of the collections in the EF system on a daily basis and prepare GL report

May 2015 \_ March 2016

**Al Moayed Wilhelmsen** **ltd**

HR/Admin Executive

***Duties and activities:***

***Dealing with ;***

***Interrelations***

* Maintenance of HR/ Employee Files, updating the same on regular basis.
* Data entry and maintenance of “ employee data software“ and generate reports.
* Sick leave, vacation and unpaid leave monthly reporting.
* Procurement of stationery, office suppliers, pantry items ets. Focus on cost reduction.
* Follow up for renewal of employment visit, Business licenses and other important documents.
* Doing LMRA/ Labour ministry related jobs such as visa stamping, immigration, work permit renewals ets .
* Renewal of employment agreements, Extensions ets.
* Arrangements of CPR, renewals, editing of info. Etc as required.
* Coordinate for airline reservations, ticket procurement for staff, guests etc.
* Hotel room reservation and coordination for staff, guests etc.

Sep 2007 \_ April 2015

**Al Moayed Wilhelmsen** **ltd**

Accountant

***Duties and activities:***

***Dealing with ;***

***.Interrelations***

* To manage stationery / printing procurement in a cost effective way.
* *Reports directly to Finance Manager and support Sr. Accountants.*
* *Assisting Sr. Accountant as necessary in Staff movements updates with GOSI, Staff salary increase update GOSI.*
* Supervise the D/o & Airport office regarding to entry of receipts in the system.
* Assisting Sr. Accountant as necessary in various accounting routines.
* All staffs are registered with GOSI on time.
* Staff salary and other benefits paid on time.
* Make sure all G/L Data entries are updated.
* Receipt entries into the system.
* *Bank Reconciliations.*
* *Control Account Reconciliations.*
* *Participate in new system related training arranged by Wilhelmsen Dubai.*
* *Train the staff one new system and enhance the performance of Bahrain.*
* *Checking with IT-Dubai if there is any problem and getting their approval.*
* *Staff movements updates with GOSI, Staff salary increase update in January with GOSI*
* *Closing month-end in G/L and assisting other accounts staffs with this regard.*
* *Closing the preliminary year-end before the Final Audit.*

Jan, 2007 - Oct, 2007

Orbit

Customer Service Represntative

***Duties and activities:***

* *Dealing With subscription payment*
* *Handling telecommunications (Phone, fax, telex and emails) from customer*
* *Filing and organizing documents*

Aug, 2004 - Sep, 2005

**HSBC Bank**

**Customer Service**

***Duties and activities:***

* *Open Accounts to New customers.*
* *Helping Applicants To Fill The Application And Submiting Regusted Decuments.*
* Given information if custmer need.

**Qualifications:**

2006 – 2007

**B.T.I- Bahrain Training Institute**

* Human Resources

2000 – 2003

**University of Pune, India**

* Bachelor Degree in Commerce (B.Com)

2000 – 2002

**Pitman's institute, Pune India**

* Diploma in Banking
* Diploma in Business Accountancy

1993 - 1995

Al Hidaya Al Khalifia School

* Bahrain Secondary Commerce Certificate

**Performance & Contribution Certificates:**

* AL Moayed Wilhelmsen Ltd.
* Orbit.

**Languages:**

* Arabic & English.

**Hobbies:**

* Traveling, shopping, Music, Sports**.**

**Skills and Abilities**

* I have good communication skills and I learn new ideas fast. Moreover, I am a

hard worker, and I have been working under intensive pressure,Work With Team.

**References:**

**Mr. Mohamed Bin Al-Nayam**

Managing Director

**Mobile No. (1)** (+973)- 39992800 ,**Mobile No. (2)** (+973)- 33357999