

KAWATHER HASSAN ISSA AL BALUSI

P.BOX NO : MUSCAT , POSTAL CODE : NIL

SULTANT OF OMAN

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OBJECTIVE

To work in a very stimulating and challenging environment which offers room for personal growth and long term association.

MAJOR STRENGTHS

- ❖ 10 years of comprehensive and varied experience in the account , event management , administration and marketing related activities
- ❖ Experience in building a good rapport with clients, consultants and colleagues to ensure smooth and efficient progress of work communication skills, ability to work in a multi-national/multi-cultural team with stretch target and a strong commitment to profession.
- ❖ Excellent communication, administrative, conceptualization and logical skills

WORK EXPERIENCE

CAPITAL STORE LLC (HEAD OFFICE)

2000, 10 January till 2010 Aug 04

ACCOUNTANT

M/S CAPITAL STORE L.L.C A one of the famous company in Oman in perfumes and make-up for international brand.

Responsibility as Accountant :

- *Reporting to the finance manager
- *Handling petty Cash (R.O 2500.000
- *Accounting all local Service Purchases
- *Accounting all petty cash voucher
- *Processing the payment of all local purchases
- *preparing all the chq in company
- *Looking after all utilities payment (Electricity, Water, Telephone)
- *Checking daily cash Report of the showroom

EDUCATION

Academic Qualification

- *July 1999: NVQ Accounting Level 2 (Occupational Training Institute)
- *1998: Secondary school Certificate from Hill Al Awamir School

Computer Proficiency

- ❖ MS Office (MS Words, MS Excel and MS Power Point)
- ❖ TIMICS (Totally Integrated Management Information & Control System)

PERSONAL DETALIS

- ❖ Age : 23/02/1980
- ❖ Marital Status : married
- ❖ Driving License No : 6807546
- ❖ Identity Card No : 06807546
- ❖ Languages Known : English, Arabic, Hindi