

# MAJID JUMA KHAMIS HAMID AL-BADRI

---

## **Personal Details**

- Name:** Majid Juma Khamis Hamed Al - Badri
- Phone:** +968 92261258
- Address:** Muttrah, Az Zabadiya  
Muscat, Sultanate of Oman
- Email:** majoo67@gmail.com
- Languages Known:** Arabic, English & Hindi
- Career Summary:** Accounts Assistance (Mezoon International Travel & Tours LLC)
- Qualifications:** 10<sup>th</sup> Passed from Sultan Bin Ahmed School  
Zabadiya, Muttrah, Muscat (Oman)
- 12<sup>th</sup> Passed from Ruwi Secondary School  
Muscat (Oman)
- Personal Attributes:**
- Effective communication and the ability to manage competing priorities and a high volume workload.
  - Be able to work well with people at all levels.
  - Equally effective as a team member.
  - Customer service oriented.
  - Knowledge of Date Entry.
- Competencies:**
- Contributing in a team environment.
  - Highly adaptive.
  - Flexible.

**Employment record:**

**Mezoon International Travel & Tours LLC (Muscat)**

***Accounts Assistant***  
**(Mar'14 – Present)**

**Responsibilities:**

- Invoice all sales transactions.
- Verify all records are accurate.
- Ensure the invoices have been delivered to clients on time with proper documentation.
- To cross check all unreported sales.
- To make a fortnightly report on unreported sales and report to Finance Manager.
- Proper filing of all documentation along with respective invoices.