

**OBJECTIVE:**

- To pass on my knowledge of accounting and within budget by effectively organizing, managing and utilizing all resources. I can offer proven skills such as commitment, energy and real enthusiasm and willing to take full responsibility for the delivering of project objectives.

**PERSONAL INFORMATION:**

**P.O Box:** 75, 323

**PHONE / G.S.M:** +98101440

**E-MAIL:** Saif98101440@gmail.com

**DATE OF BIRTH:** 20/07/1992

**SEX:** Male

**EDUCATION SUMMARY**

1999 - 2001 <b>Oman, Nakhal</b>	Alhuda School (1-4)
2002 – 2011 <b>Oman, Nakhal</b>	AKHLIL Bin Shathan School (5-12)
2011- 2016 <b>Oman, Rustaq</b>	Rustaq college Applied Science Candidate of Accounting Over all GPA: 2.93

**Concentrating in:**

- Cost accounting
- Portfolio management
- Principles of accounting
- International Accounting Standard
- Contemporary issues in accounting

- 2017 Oman Shipping Company SAOG  
Oman, Muscat
  - Duties included:
    - Understand all process staff medical insurance.
    - Deal with masters of ships and broker for insurance company.
    - Understand process of record new vessel.
    - Keep update records daily.
    - Provide Material information request every month.
    - Dealing for invoices from insurance company.
- 2016 Oman Airport Management company SAOG  
Oman, Muscat
  - Duties included:
    - Understand all process of the purchasing department.
    - Understand how to select companies and make a negotiation.
    - Know how procurement department deals with all departments in this company.
    - Understand the payment process.
- 2015 Oman Refreshment company SAOG  
Oman, Muscat
  - Duties included:
    - Matching invoices
    - Understand how the company paid invoice
    - Use Oracle program
    - Understand how the company closing account at the end of month
    - Read the agreement between the company and customer for purchase product
    - Understand for matching check

- Public Speaking: My subject-based studies have made me confident in public speaking.
- Sound of Knowledge in the business industry with genuine passion and interest.
- Ability to work successfully as a member of a team: working in an organization involves working together towards successful accomplishment of the firm's goals and objectives.

- Communication Skills: training has enabled me to communicate with a variety of different people that in-turn developed my communication and speaking skills.

**IT and Other Skills**

- Microsoft Programs
- Program
- Languages: Arabic – Mother tongue  
English \_ very good
- Driving licenses

**References**

DR. Radha Khrishin Sharma  
Lecture at Business Department  
  
Phone number: 92883490

Mr, Issa Saleh Ali Al-Auf  
Compensation & Benefits and  
HRMS Manager  
  
Phone number: 96696962

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Sultanate of Oman  
Ministry of Higher Education  
Rustaq College of Applied Sciences



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ  
وَزَارَةُ الْعُلُومِ الْعَالِيَةِ  
كَلِيَّةُ الْعُلُومِ النَّظَائِفِيَّةِ بِالرُّسْتَاقِ

## إفادة تخرج

تشهد كلية العلوم التطبيقية بالrustaq بأن الطالب / سيف بن صالح بن علي العوفي، قد أكمل بنجاح متطلبات الحصول على درجة البكالوريوس في العلوم في إدارة الأعمال الدولية، تخصص: المحاسبة / وذلك في ١٧ يناير ٢٠١٧.  
علماً بأن الدرجة سوف تمنح له بعد اعتمادها من مجلس أمناء كليات العلوم التطبيقية.  
وإذا كان ثمة استفسار حول الإفادة يرجى مراجعة الكلية.  
والله الموفق،،،

## Graduation Statement

*This is to certify that: Saif Saleh Ali Al Aafi has successfully completed all the requirements for the degree of Bachelor of Science in International Business Administration, Major: Accounting / in 17/01/2017 at College of Applied Sciences|Rustaq.*

*This degree will be officially awarded upon approval of the applied sciences colleges trustees board.*

*If you have any inquiry about the graduation statement please contact the college.*

يعتمد،،، عميد الكلية  
Approved by,,, College Dean

رئيس مركز القبول والتسجيل  
Head of Admission and Registration Center

Date : 15-01-2017  
Time : 01:01:46

**MINISTRY OF HIGHER EDUCATION**  
**Directorate General of The Colleges of Applied Sciences**  
**Academic Transcript**

Page No : 1 of 3

**Student No** : 2011194118  
**Name** : Saif Saleh Ali Said Al Aufl  
**College** : College of Applied Sciences - Rustaq  
**Program** : International Business Administration  
**Major** : Accounting  
**Degree Name** : Bachelor of Science

**Date of Birth** : 20-JUL-92  
**Gender** : Male  
**Accepted in** : International Business Administration

**SEMESTER: 2011 Fall**

<u>COURSE NO</u>	<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>GRADEPOINTS</u>	<u>REMARKS</u>							
COMP4001	Computer Skills	0	P									
ENGL5001	General English Skills: Pre-Intermediate	0	P									
ENGL5002	Academic English Skills: Pre-Intermediate	0	P									
MATH4001	Basic Mathematics	0	P									
<b>CREDITS</b>	<b>TOTAL ATTEMPTED</b>	<b>0</b>	<b>EARNED</b>	<b>0</b>	<b>ATTEMPTED</b>	<b>0</b>	<b>SEM.GPA</b>	<b>.00</b>	<b>CUM.GPA</b>	<b>.00</b>	<b>GRADEPTS</b>	<b>0</b>

**SEMESTER COURSE LOAD STATUS:**No Status

**STUDENT COURSE LOAD STATUS** : Normal Load

**SEMESTER: 2012 Spring**

CUMULATIVE 2012 Spring						CREDITS	GRADE	GRADEPOINTS	REMARKS			
COURSE NO	COURSE TITLE											
COMP5001	Computer Skills (Advanced)					0	P					
ENGL6001	General English Skills: Intermediate					0	P					
ENGL6002	Academic English Skills: Intermediate					0	P					
MATH5001	Applied Mathematics					0	P					
CREDITS	TOTAL ATTEMPTED	0	EARNED	0	ATTEMPTED	0	SEM.GPA	.00	CUM.GPA	.00	GRADEPTS	0

**SEMESTER COURSE LOAD STATUS:**No Status

**STUDENT COURSE LOAD STATUS** : Normal Load

**SEMESTER: 2012 Fall**

<u>COURSE NO</u>		<u>COURSE TITLE</u>	<u>CREDITS</u>	<u>GRADE</u>	<u>GRADEPOINTS</u>	<u>REMARKS</u>
BUSN1400		Business Fundamentals	3	B+	3.3	
COMM1201		Introduction to Communications	3	C	2	
ENGL1111		English for Academic Purposes (1)	4	C+	2.3	
INFT1101		IT Fundamental	3	B-	2.7	
MATH1004		Mathematics for International Business Administration	2	B	3	
<u>CREDITS</u>	<u>TOTAL ATTEMPTED</u>	15	<u>EARNED</u>	15	<u>ATTEMPTED</u>	15
<u>SEM.GPA</u>	2.61	<u>CUM.GPA</u>	2.61	<u>GRADEPTS</u>	39.2	

**STUDENT COURSE LOAD STATUS** : Normal Load

**SEMESTER: 2013 Spring**

SEMESTER: 2019 Spring						CREDITS	GRADE	GRADEPOINTS	REMARKS			
COURSE NO	COURSE TITLE											
ACCT1401	Fundamentals of Accounting					3	B+	3.3				
ARAB1100	Arabic Language Skills					3	C+	2.3				
ENGL1222	English for Academic Purposes (2)					4	C+	2.3				
TUHS1401	Introduction to Tourism & Hospitality					3	B+	3.3				
CREDITS	TOTAL ATTEMPTED	28	EARNED	13	ATTEMPTED	13	SEM.GPA	2.76	CUM.GPA	2.68	GRADEPTS	35.9

**STUDENT COURSE LOAD STATUS** : Normal Load



Student No : 2011194118  
Name : Saif Saleh Ali Said Al Aufi

Page No : 2 of 3



**SEMESTER: 2013 Fall**

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT2403	Computerized Accounting	3	B+	3.3	
BUSN2401	Business Economics	3	A-	3.7	
ENGL2111	English for Academic Purposes (3)	3	C+	2.3	
MANG2401	Introduction to Management	3	B	3	
MRKT2401	Marketing	3	C+	2.3	
<b>CREDITS: TOTAL ATTEMPTED</b>		<b>43</b>	<b>EARNED</b>	<b>15</b>	<b>ATTEMPTED 15</b>
		<b>SEM.GPA</b>		<b>2.92</b>	<b>CUM.GPA 2.77 GRADEPTS 43.8</b>

**STUDENT COURSE LOAD STATUS : Normal Load**

**SEMESTER: 2014 Spring**

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT2402	Managerial Accounting	3	A-	3.7	
BUSN2402	Quantitative Methods for Business	3	B+	3.3	
ECON3402	Omani Economy	2	A-	3.7	
ENGL2255	English for Specific Purposes (International Business Administration)	3	C	2	
MANG2402	World of Electronic Commerce	3	B	3	
<b>CREDITS: TOTAL ATTEMPTED</b>		<b>57</b>	<b>EARNED</b>	<b>14</b>	<b>ATTEMPTED 14</b>
		<b>SEM.GPA</b>		<b>3.10</b>	<b>CUM.GPA 2.85 GRADEPTS 43.4</b>

**STUDENT COURSE LOAD STATUS : Normal Load**

**SEMESTER: 2014 Fall**

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT3401	Intermediate Accounting	3	C	2	
ACCT3402	Advanced Managerial Accounting	3	B+	3.3	
BUSN3402	Business Law & Ethics	3	B+	3.3	
BUSN3404	Entrepreneurship	3	B-	2.7	
CHIN1001	Beginner Putonghua (1)	3	B+	3.3	
FINA3401	Finance	3	B	3	
<b>CREDITS: TOTAL ATTEMPTED</b>		<b>75</b>	<b>EARNED</b>	<b>18</b>	<b>ATTEMPTED 18</b>
		<b>SEM.GPA</b>		<b>2.93</b>	<b>CUM.GPA 2.87 GRADEPTS 52.8</b>

**STUDENT COURSE LOAD STATUS : Normal Load**

**SEMESTER: 2015 Spring**

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT3403	International Accounting	3	B+	3.3	
ACCT3404	Accounting for Government and Non-Profit Organization	3	B	3	
ACCT3405	Corporate Accounting & Law	3	C+	2.3	
CHIN1002	Beginner Putonghua (2)	3	C+	2.3	
RESR2000	Introduction to Research Methods	3	B+	3.3	
<b>CREDITS: TOTAL ATTEMPTED</b>		<b>90</b>	<b>EARNED</b>	<b>15</b>	<b>ATTEMPTED 15</b>
		<b>SEM.GPA</b>		<b>2.84</b>	<b>CUM.GPA 2.86 GRADEPTS 42.6</b>

**STUDENT COURSE LOAD STATUS : Normal Load**

**SEMESTER: 2015 Fall**

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT4401	Accounting Information System	3	B-	2.7	
COMM3233	Interpersonal Skills	2	C	2	
FINA4401	International Finance	3	B+	3.3	
FINA4402	Financial Statement Analysis	3	B-	2.7	
MANG4401	Strategic Management	3	A-	3.7	
<b>CREDITS: TOTAL ATTEMPTED</b>		<b>104</b>	<b>EARNED</b>	<b>14</b>	<b>ATTEMPTED 14</b>
		<b>SEM.GPA</b>		<b>2.94</b>	<b>CUM.GPA 2.87 GRADEPTS 41.2</b>

**STUDENT COURSE LOAD STATUS : Normal Load**





Student No : 2011194118  
Name : Saif Saleh Ali Said Al Aufi

Page No : 3 of 3

SEMESTER: 2016 Spring

COURSE NO COURSE TITLE

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
BUSN3401	International Business Environment	3	A-	3.7	
ISLM4410	Islamic Culture	3	B	3	
MANG3401	International Human Resource Management	3	A-	3.7	
TOUR3403	Destination Management and Marketing	3	B	3	

CREDITS TOTAL ATTEMPTED 116 EARNED 12 ATTEMPTED 12 SEM.GPA 3.35 CUM.GPA 2.92 GRADEPTS 40.2

STUDENT COURSE LOAD STATUS : Normal Load

SEMESTER: 2016 Fall

COURSE NO COURSE TITLE

COURSE NO	COURSE TITLE	CREDITS	GRADE	GRADEPOINTS	REMARKS
ACCT4402	Auditing	3	C+	2.3	
ACCT4403	Taxation	3	B-	2.7	
ACCT4404	Accounting Project	3	A-	3.7	
BUSN4405	Economics of the Gulf Cooperation Council Countries	3	B+	3.3	

CREDITS TOTAL ATTEMPTED 128 EARNED 12 ATTEMPTED 12 SEM.GPA 3.00 CUM.GPA 2.93 GRADEPTS 36

STUDENT COURSE LOAD STATUS : Normal Load

TOTAL CREDITS ATTEMPTED 128 TOTAL CREDITS EARNED 128 TOTAL GRADE POINTS 375.1

NO GRADE ENTRIES BELOW THIS LINE

STUDENT STATUS : Degree Completed

GRADUATING GPA : 2.93

GRADUATED ON : 17/01/2017

CLASSIFICATION : Good

Bachelors' Degree Classification: Excellent 3.50-4.00, Very Good 3.00-3.49, Good 2.50-2.99, Pass 2.00-2.49

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

KEY: GRADES A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0.0, IP=In Progress, (I) = Incomplete, (TC) = Transfer Credit, (AU) = Audit, (P/NP) = Pass/Not Pass, (W) = Withdrawn

OFFICIAL ONLY IF SIGNED AND SEALED

SIGNATURE

DATE

Head of Admission and Registration Center

Approved by

College Dean





# Training Certificate



This is to certify that

**Saif Saleh Ail AL-Aufi**

Has been on job training with Oman Airports Management Company.

**In Finance and Procurement Department**

From 05<sup>th</sup> June 2016 until 05<sup>th</sup> 1 August 2016.

We wish him all the best in the future



  
Ali Abdullah Al Eisri  
Learning & Development Manager

Issue Date: 07<sup>th</sup> Aug 2016





OSC/HR/356/17

الشركة العامة لإدارة السفن  
OMAN SHIP MANAGEMENT COMPANY S.A.O.C

14-Sept-17

To Whom It May Concern

**SUBJECT: Experience Letter for Saif Saleh Al Aufl**

After Compliments,

This is to inform you that **Saif Al Aufl** worked at Oman Ship Management Company S.A.O.C from **23-May-17** till **14-Sept-17** as a trainee in the Insurance Department.

This certificate has been issued on the request of the above mentioned individual without any responsibility on part of the Company.

Thank you,  
For Oman Ship Management Company S.A.O.C,

Mazin Al Lawati  
Manager – Human Resources





الهيئة العامة لسجل القوى العاملة  
PUBLIC AUTHORITY OF MANPOWER REGISTER



تاريخ الطباعه ١٩-٠١-٢٠١٧



رقم التسجيل : ١٠٠٠٢٠١

تاريخ التسجيل : ١٩-٠١-١٧

رقم البطاقة الشخصية : ٢٣٩٨٠٤٢٩

الإسم : سيف بن صالح بن علي العوفي

حالة الضمان الإجتماعي : لا

لديه رخصة القيادة : نعم

الحالة الصحية : صحي

نوع الاعاقة :

النوع : ذكر

الحالة الإجتماعية : أعزب

العنوان الدائم : باب الظفور/نخل/محافظة جنوب الباطنة

العنوان الحالي : باب الظفور/نخل/محافظة جنوب الباطنة

جهة العمل: لا يعمل حاليا

الحالة العملية: لا يعمل

تاريخ الميلاد : ٢٠-٠٧-٩٢

العمر : ٢٤

الهاتف : ٩٨١٠١٤٤٠//٩٨١٠١٤٤٠

بيانات الخبرات:

نوع الحركة	الخبرة بالأشهر	الخبرة بالسنوات	تاريخ الإلتحاق بالعمل	تاريخ نهاية العمل	المهنة/الوظيفة	موقع الجهة	إسم جهة العمل:

بيانات اللغات :

التحدث	القراءة	الكتابة	إسم اللغة

بيانات الدورات :

إسم الدورة	نوع الدورة	نوع المشاركة	مستوى الدورة	تاريخ الإلتحاق	تاريخ نهاية الدورة	الملاحظات
ادارة الاعمال والمحاسبة	تدريب عملي	لا يوجد		٢٨-يونيو-١٥	١٣-اغسطس-١٥	
مشروعك الصغير خطوة بخطوة	تدريب عملي	لا يوجد		١٨-اكتوبر-١٦	١٨-اكتوبر-١٦	
بيسة..برنامج التخطيط المالي	تدريب عملي	لا يوجد		١٥-نوفمبر-١٦	١٥-نوفمبر-١٦	

بيانات المؤهلات :

المؤهل	التخصص	دولة التخرج	تاريخ التخرج	النسبة	الملاحظات
جامعي	ادارة الاعمال الدولي / المحاسبة	سلطنة عمان	٢٠١٧	٢,٩٣	

بيانات رخصة القيادة :

نوع الرخصة	مكان الإصدار	تاريخ الإصدار	تاريخ انتهاء الصلاحية	الخبرة
خفيفة	محافظة جنوب الباطنة	١٤٠٤-٢٠١٣	١٢-٠٢-٢٠١٣	٤

ملاحظة:

\*ا، كشط أه تعددا، بلغ، الشهادة.







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سُلْطَانَة عُومَان  
SULTANATE OF OMAN



IDENTITY CARD

البطاقة الشخصية

CIVIL NUMBER

23980429

الرقم المدني

EXPIRY DATE

26/04/2020

تاريخ الإنتهاء

DATE OF BIRTH

20/07/1992

تاريخ الميلاد

SIGNATURE

التوقيع

مكان الميلاد الرستاق / الرستاق

الإسم سيف بن صالح بن علي بن سعيد العوفي

