



ZAHRA HARAM

Versatile team player eager to contribute a strong finance and accounting background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

BAHRAIN Telephone +973 39086534 Email zahra.haram.89@gmail.com

WORK EXPERIENCE

Royal Ambassador Hospitality - Real Estate and Property Management

Accountant – HOA & Finance

OCT 2023 – MAR 2024

- Responsible for Overseeing HOA Financial Transactions, Ensuring Accurate Accounting Records and Providing Financial Support to Management.
- Overseeing and Monitoring AP & AR Transactions & reconciling Accounts.
- Maintain Accurate Financial Records for HOA including AP, AR and GL Entries.
- Generate Monthly Financial Statements and Reports for Finance Manager Review.
- providing Excellent Customer Service, addressing Homeowner Inquiries & Concerns related to their accounts.
- Collaborate with relevant parties to address resident concerns or disputes related to billing and collections.
- Review and Approved Handover and Title Deed for Sold Apartments.

Bahrain Aluminum Extrusion Co. (BALEXCO)

Accountant – Finance Department

APR 2014 – JUN 2021

- Expertly handle vast array of financial reporting and accounting functions, including bank reconciliations, various treasury functions including liaison with banks and cash flow management (monitored daily cash position).
- Participate in month end closing process.
- Monitor and support taxation requirements.
- Produce spreadsheets to support financial transactions and analysis of various expenses.
- Prepare monthly journal entries and adjusted as needed.
- Proficiently manage full cycle of account payable and play a key role in the company by maintaining the highest possible credit rating with vendors.
- Responsible for accounts receivable activities which include procession and posting payments received by checks or online form, prepare deposit.
- Develop Client invoices and Financial Reports, petty cash, prepaid accounts and code.

Behbehani Brothers W.L.L
Sales Coordinator – JDS Showroom
JAN 2014 – APR 2014

- Coordinate sales team by managing schedules, filing important documents by keeping all active sales files available digitally and in hard copy form, updating car Shipment file and prepare traffic form for the cars sold.
- Respond to complaints from customers and give after-sales support when requested.
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date.

Bahrain Petroleum Company (BAPCO)
Trainee (Accountant) - Finance Department
JUL 2012 - AUG 2012

- Processing of Local and foreign purchases invoices in EMPAC system.
- Creating suppliers codes in EMPAC and ORACLE systems.
- Processing of month end materials and other miscellaneous accrual.
- Various payable and inventory accounts analysis and reconciliation.

EDUCATION

Level 6 Diploma in Trading and Financial Market Analysis

The London Institute of Banking & Finance - JUN 2022

BSc in Accounting

University of Bahrain 2007-2012

SKILLS

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|---------------------------------------|--------------------------------------|
| - Attention to Detail | - Planning, Control and Organizing |
| - Multitasking capabilities | - Adaptability & Communication |
| - Decision-making and Problem Solving | - Working Independently or in a team |

LANGUAGES

English : Proficient

Arabic: Native