

IBRAHIM SAHAF

☎ 36342229

✉ sahafmarik@gmail.com

🏠 Manama, Bahrain

🌐 www.linkedin.com/in/ibrahim-sahaf-5098aa180



OBJECTIVE

Detail-oriented Accountant with experience in managing a team and effectively maintaining accurate accounting information for large-scale organization. History working as part of financial team to manage diverse financial functions, tax management and reporting. Looking forward to work in a firm with professional and challenging working environment where I can utilize my knowledge, skills which would enable me to grow while fulfilling organizational objectives in the field of Finance & Accounting.



EDUCATION

B.Com Honors in International Accounting and Finance

CMR University – Bangalore, India

JULY 2018

Senior Secondary

Indian School Bahrain, Bahrain

MARCH 2015



EXPERIENCE

Accountant

Shahico Services W.L.L

DECEMBER 2019 – TILL DATE

- Managing entire accounting cycle including gathering information, preparing documents, finalizing reports and closing books.
- Managing accounting department, including payroll for a group of companies.
- Preparation of MIS reports for the management.
- Filing of VAT Returns for the whole group.

Assistant Accountant

Shahico Services W.L.L

SEPTEMBER 2019 - NOVEMBER 2019

- Maintained accurate and complete documentation for all financial department procedures.
- Handled a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations.
- Assist with HR processes like new hire documents, induction, documentation etc.

Associate Recruiter

iPlace USA , India

JANUARY 2019 - JULY 2019

- Leveraged social media platforms and online job boards to engage with potential candidates.
- Used Boolean searches to develop applicant portfolios for expected openings.
- Hands-on experience with Applicant Tracking Systems (ATS) including Bullhorn and CATS.
- Prepare concise and error free weekly reports
- Thorough knowledge of recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp, 1099 for U.S. Citizens, GC, H1-B, TN-1, and EAD holders.



SKILLS

- Quickbooks
- Tally
- ERPNext
- Zoho Books
- Manager.IO
- MS Office
- Leadership
- Organizational Skills
- Attention Details
- Time Management
- Adaptability
- Continuous Learning



CERTIFICATION AND COURSES

ACCA – Pursuing

IBM Cognos

Tally ERP9



LANGUAGES

English – Advanced

Hindi – Advanced

Malayalam – Advanced

Kannada – Intermediate

Tamil - Intermediate