

# **Zahra Eid Abbas Radhi Ali**

Street 2622, Block 526, Building 816, Flat 1-12,  
Barbar-Bahrain



Phone no.: +973 37700939

Bahraini CPR no.: 901106216

Email: zahra.eid@live.com

---

## **PROFILE**

My aim is to work in an accounting and business environment utilizing sound computer background and experience with opportunities for professional growth with managerial responsibilities. I possess verified managerial skills that empower me to effectively contribute my skills and ensure my growth through the organization's growth, possessing competent technical Skills.

## **KEY ACHIEVEMENTS**

- Developed an action plan to increase customer satisfaction based on the analysis of client survey. As a result, customer satisfaction increases by 33% in the first quarter.
- Identified major problems in quality system process: Helped create and effectively implement a quality assurance and improvement system that increased customer satisfaction.
- Formulated spreadsheets and handled bank transaction monitoring manually which safeguarded the firm's financial health while avoiding additional costs to the new start-up.
- Active member of the Mutamahin Challenge 2015 where training is offered to a select group of 25 candidates on accounting/Finance principles with an opportunity to be trained for the CFA.
- Active Volunteer in Bahrain CFA Society

## **EMPLOYMENT EXPERIENCE**

### **Accountant, CTS Middle East**

**Current**

- Preparing payments by verifying documentation, and requesting disbursements.
- Substantiating financial transactions by auditing documents.
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- Maintain the Fixed Asset and associated depreciation schedules on the Tally's Software System; provide monthly detail to the Accounting Manager for General Journal entries; insure proper recording of new purchases and disposals.
- Assist in the preparation of the yearend financial statements and provide support to the statutory audit process.
- Coordinate with the account Manager to prepare the monthly closing documents and procedures.
- Prepare payments, invoices, and expenses sheets on a daily basis.
- Reporting directly to the Managing Director or Account Manager.

### **Quality Consultant, Quality House Consultancy**

**November 2014 – February 2015**

- Lead team to search new quality trends, establish work priorities and recommend solutions to improve activities.
- Develop action plans targeting various areas including customer satisfaction, product development, and internal quality assurance improvement.
- Coordinate multiple projects simultaneously while adhering to best practices.

**Accountant & Quality Specialist, Ta'seel Consultancy****August 2013 – June 2014**

- Forecasted the monthly income and expenses and prepared next month's budget.
- Prepared the daily journal voucher for all expenses.
- Reconciled monthly bank statements and ensured the company's books matched the bank records.
- Established and maintained direct communication with financial organizations such as banks and auditors to ensure appropriate regulatory compliance

**Accountant Assistant, Bahrain International Circuit****2010 - 2013**

- Administered payments, accounts, and amounts to confirm transparency and accuracy.
- Carried out various financial tasks including handling petty cash transactions, preparing statutory accounts, and managing cash and credit debts.
- Prepared sales and purchase ledgers that contributed significantly in determining the financial standing of the organization.

**EDUCATION & TRAINING**

Mutamahin Program, Manama, Bahrain CFA Society	Current
BIBF, Manama, Bahrain CPA, Certified Public Accountant	Current
Scottish Qualification Authority, Scotland, UK PDA in Leadership & Management (SVQ unit) Assessor L&D 9Di	Feb 2015
Quest Training Centre, Scotland, UK Leadership and Management	Jan 2015
Quest Training Centre, Scotland, UK Train the Trainer	Jan 2015
Bahrain Polytechnic, Isa Town, Bahrain Major: Business/Accounting	2008-2013
Isa Town High School, Bahrain Commercial	2005-2008

**INTERESTS**

**Reading:** Utilized my interest in reading to establish a reading club consisting of a group of peers who meet monthly to discuss newly read topics.

**Training:** Established weekly employee professional development sessions where a different employee presents a challenge at the workplace and the solutions they have taken to overcome it. This initiative enhanced my management and leadership skills and yielded a more effective and efficient problem solving approach.

References available on request