

Ayesha Mohammad Ali

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Date of Birth: 7th August 1994

Nationality: Bahraini

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Career Objective:

Seeking a full-time or part-time job, as well as an internship in the Banking and Financial sector. I wish to acquire a job in an environment where i can best utilize and further my existing skills and knowledge. I believe myself to be a responsible, focused and competent person who can be dependable with the work provided. I am always looking forward to challenging tasks to accomplish. I am able to work individually and as part of a team both as a leader and a member. I love to be organized and finish any given work on due time.

Educational Background:

• From 2015 to 2020



University of Bahrain, College of Business Administration

B.Sc. in Banking and Finance - Economics

Graduation Period: Semester II, 2019/2020

Relevant Courses Taken: Commercial Banking (FIN323), Investment Management (FIN424), Portfolio Management and International Investment (FIN435), Working Capital Management (FIN429), Money and Banking (ECON248), Monetary Economics (ECON341), Managerial Economics (ECON340), Econometrics (ECON441).

Cumulative GPA: 3.32/4.0

• From 2014 to 2015

Pakistan School, Isa Town, Bahrain

High School examination – **Major** in Arts

Experience:

15-Jan-2020 to 15-Apr-2020



Falcon Petroleum Consultants S.P.C.

Consulting company, Sanabis, Bahrain

Position: Accounts and Administration Officer Trainee

- Managing day to day accounts responsibility, Bookkeeping: Recording accounts in QuickBooks, Annual Audit, Invoicing clients.
- Keeping track of payments, paying office bills including LMRA & GOSI, issuing payments for vendors, deposit and withdrawals from bank.
- Booking air tickets, releasing staff salaries, HR assistance, sickness and absence monitoring with reporting to director.
- Managing office matters including buying office supplies and recycling office waste.
- VAT - Preparing for Taxation and Understanding its Implementation.

Projects Accomplished or Extra-Curricular Activities:

Forums Attended:

- The first, Second and Fourth ICT Innovation and Entrepreneurship Forum 2016, 2017 and 2019.
- Intelaaq Youth Empowerment Forum 2019.

Academic Projects Accomplished:

- Significant relationship between key ratios and bank's size.
- Case study on investment management.
- Case study on portfolio management and international investments.
- To analyze the liquidity status of a company.
- Comparison of financial statements between an Islamic bank and a conventional bank.

Skills:

Languages:

- Native language Balochi.
- Fluent in English and Urdu with basic knowledge in Korean (reading, writing and speaking).

Technical Skills:

- QuickBooks, MS Office (Word, Excel, PowerPoint, Access), Proficient usage of internet for research purpose.

Soft Skills:

- Leadership Skills, Problem-Solving Skills, Good Technical Skills, Strong Work Ethic, High Adaptability, Good Verbal and Written Communication Skills, Able to work in a Team and Well Organized.