

Ayat A. Redha Al. Rowish

Accountant



CONTACT

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Address: House 1713, Road4442
Karannah 444

Date of Birth: 28 February 1986

Nationality: Bahraini

Passport: 1975115

CPR: 860205991

SKILLS

MS Office (Word, Excel, Power)

Excellent in Tally ERP9

Typing English and Arabic

Able to work under pressure

Hobbies

- Painting
- Drawing
- Creative
- Enjoy working with the Team

Reference

Mr Martin Mobile 34339590
Muna Shaheen Mobile 39060018

OBJECTIVE

To attain a position in accounting fields that will help me obtain the experience needed to implement my major studies, develop my skills, and furthermore, help me relate the knowledge received in the university with what happening in the market today.

EXPERIENCE

Accountant

The Bookcase 2016 - Present

- Supervision of monthly Cash, Bank, and Purchase, Sales, Petty cash and Bank reconciliation statements.
- Supervision of Monthly Books of Account.
- Preparation of Monthly Financial Statements
Trading and Profit & Loss account
Balance Sheet – Half Yearly
Inventory Statements
Sales and Purchase register
Over Head Schedules
Receivable /Payable Statements
- Supervise and Maintaining Tally ERP System
- Quarterly VAT Return Filing
- Preparation of Monthly payroll, overtime, leave or any staff deduction and indemnity according to the Bahrain Labor Law policy

EDUCATION

- 2010 University of Bahrain B.Sc. in Accounting
- 2003-2004 Saar Secondary School General Certificate Science

CERTIFICATION and COURSES

- Basic Skills Certificate in (Basic Numeracy, Business English)
- International Computer Driving License (ICDL)
- B.Sc. in Accounting- UOB
- Career Hunters Program
- 8 Interview Workshops – Career Counseling Office – UOB.
- The principles of computer – Secondary Saar School
- 14 Activity and competition of Art Education –Primary Saar School.