

Resumé

Contact Information:

- **Name:** Ruqaya Sayed Salman Jaber Taher Majed
- **Contact Number:** +973 32288784
- **Email:** ruqia.sayed@outlook.com
- **Address:** Home: 89 Street: 12 Block: 414 Area: Al-Seeif
- **Date of Birth:** September 13th, 1993 **Nationality:** Bahraini



Education:

B.Sc. in Accounting | University of Bahrain
Jan 2018

Secondary School Certificate | Saar Secondary Girls School
July 2011

Professional Certifications:

Microsoft Digital Literacy | Microsoft
March 2017

Work Experience:

Sales Co-worker | IKEA

June 2018 – May 2020 (2 years)

- Proactively engages the customer in various departments in order to provide in depth product knowledge in a non-commissioned environment.
- Refers customers to the specialized selling teams as appropriate to build long term trust.
- Maintains store appearance to improve customer shopping experience.

Accountant Administration | MACHINSER Technologies

December 2017 – May 2018 (8 months)

- Preparing business plans, financial statements, budgets and reports.
- Development and management of financial systems and policies.
- Perform activities of receptionist (be seated at the reception area, answer incoming calls, receive guests, etc.).
- Handle petty cash including filling petty cash expenses form and coordinating with finance for reimbursement
- Arrange for payment of monthly GOSI, LMRA, telephone, internet, electricity and municipality fees.
- Purchase of office supplies and stationery.
- Arrange for the issuance and renewal of visas for expat employees.
- Fill travel forms and do travel arrangements (including arranging for flights and hotel bookings).

Retail Banking Assistant | Al Salam Bank

Nov 2016 – Sept 2017 (1 Year and 1 month)

- Assess the needs of customers and offer them banking services that meet their financial needs.
- Generate leads and uncover new streams of revenue within existing relationships.
- Manage risk and compliance while supporting the operations of the bank.

Accountant | Right Motors

Oct 2015 – Oct 2016 (1 year and 1 month)

- Risk analysis and financial forecasting.
- Administering the company's payroll.
- Preparing business plans, financial statements, budgets and reports.
- Controlling an company's income and expenditure.
- Liaising with colleagues, clients and managerial staff.
- Analysis and investigation of monthly and annual financial reports.
- Development and management of financial systems and policies.

Teacher and Events Assistant | British Council

June 2012 – May 2015 (2 years and 9 months)

- Assist lead teacher in conducting increased learning experience for students
- Prepare and organize different teaching aids for use in classroom.
- Participate in teacher-parent meetings.
- Manage emergencies during and after class.
- Organize extra-curricular activities, special events, and workshops.

Abilities & skills:**➤ knowledge & Skills:**

- Prepare financial reports.
- Managing Payroll
- Managing account receivables/payable
- Managing petty cash
- Make Purchases.
- Preparing Invoices.
- Keeping track of overdue accounts.
- Maintain confidential records.

➤ Languages:

- Arabic (Native).
- English (Fluent).

➤ Interpersonal Skills:

- Leadership.
- Problem Solving.
- Teamwork.

➤ Communication Skills:

- Teaching & training.
- Mentoring & guidance.
- Presentation.

Achievements:

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| 2011 | Selected for a scholarship to study B.Sc. in Accounting in University of Bahrain
Ministry of Education |
| 2011 | Graduated from Secondary School with an Excellent GPA.
Saar Secondary Girls School |
| 2007 | Selected for the prize of best electronic based content to promote for power and water conservation among intermediate schools in Bahrain.
Bahrain Electricity and Water Authority (EWA) |

Interests:

- Decoration
- Outdoor Activities
- Traveling

References:

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