

# CURRICULUM VITAE

Amal M.P.

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## OBJECTIVE

I have an extensive and proven experience of 11 years in the hospitality industry of holding responsible positions in various companies in Bahrain. At present I am working at Ahmed Omer Trading & Contracting Co., (Bahrain), as a Document Controller.

I am available for immediate employment and actively seeking for a suitable position in Accounts, Office Administration, etc.

Furthermore, I possess excellent skills and experience knowledge to carry out the necessary duties in a professional manner.

## EXPERIENCE

;;, In Ahmed Omer Trading & Contracting Co., (Bahrain)  
From Nov 2014 to Till,  
Working as a Document Controller

In Vinkon International Real Estate S.P.C, (Bahrain) From  
Aug 2011 to Oct 2014,  
Worked as an Accountant

In Chartered Accountant Office, (India)  
From Jan 2010 to Jul 2011,  
Worked as an Accounts - Cum-Audit Assistant

## PROFESSIONAL QUALIFICATIONS:

- Diploma in Computerized Financial Accounting Course
- Excellent knowledge in Peach Tree and Tally (All the Versions)
- Have well knowledge in AUDITING

## ACHIEVEMENTS

I have worked as an Auditor's assistant and successfully completed the Annual Auditing at a Nationalized Bank and a Cooperative Bank.

## **ACADEMIC QULIFICATION**

**B. Com** (Bachelor of Commerce, Major in Computer Applications) – Completed.

## **PASSPORT DETAILS**

Passport No	J5799973
Date of Issue	29-04-2021
Place of Issue	Cochin
Date of Expiry	28-04-2031

## **PERSONAL DETAILS**

Name	Amal M.P.
Father's Name	Prakasan
Date of Birth	28 October 1990
Nationality	Indian
Languages known	English, Hindi and Malayalam

## **DECLARATION**

I, hereby declare that all the above information is true to the best of my knowledge and belief.

**AMAL M.P.**