

Fatima Al Haddad

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Objective

To be part of a team that is creative, motivated and willing to take risks. To be in a position that allows me to learn as well as teach, to be challenged, and stimulated by what I am doing.

Personal Info

Profile : Female 1981, Married
Nationality : Bahraini
Present Position : Financial Controller

Qualifications



Attend Exams of CPA (Certified Public Accountant)
Registered in American Institute of CPA – USA
(Feb 2009-Jun 2010)



Graduate with Bachelor (B.S.C) of Accounting - University of Bahrain
(Jan 2004)

Employment History



Dynamic Technology W.L.L – Financial Controller
(Feb 2022 to Apr 2022 – Project Assignment)

- Manage & control the hall Accounting Departing.
- Insure to have all the adjustment & GL Transaction in the accurate records.
- Audit all the transactions in the Accounting System (ZOHO) & insure the compliment with Accounting Principles.
- Work on the Company Budget & Forecast Reporting aligned with Cash flow Management.
- Control & Lead a Plan for Payables and Finance Management.

- Maintain Professional Tracking registers reflecting company's requirements and needs.
- Lead Internal Audit Process & detecting Issues to ensure the accuracy of External Audit.
- Coordinate in other Projects that serve the other departments as well as the company Future Plans.



Al Khalidi Construction & Real State W.L.L – Chief Accountant

(Jun 21 to Dec 21)

- Control& audit all GL transactions and ensure accuracy of the books.
- Lead & maintain all the accounting records.
- Prepare all the financial reports & ensure its reliability and compliment of GAAP, GAAS, & the company Policies.
- Maintain cash flow management & compile it with Cash In & Out according to Bank records.
- Ensure the reconciliations process are done between Accounting Books & Bank records.
- Prepare all the adjustments (Amortization of Prepayment & Accruals..etc.) to Reflect them in the system and maintain updated tracking registers.
- Tracking Files of all the suppliers and Vendors & update all the transaction done.
- Prepare monthly reports & recommendation disciplines to management.
- Work on other projects that serve the company as well as the accounting team.



Nafnoof Couture – Financial Accountant

(Apr 2014 - 2020)

- Controlling all the HR and Accounting records.
- Maintain the Couture financial reports and work on a yearly budget plan.
- Manage the employee's files and their pay offs calculations.
- Solve Financial issues and overcomes that might clash the work.
- Work on future budgeting forecast plan.
- Assist in management decisions and meeting with general manager.



Abu Dawood AlSaffar co. – Senior Accountant

(Jan 2008 – Apr 2011)

- Work on Microsoft GP Accounting system.
- Lead & maintain all the accounting records.
- Control& audit all GL transactions and ensure accuracy of the books.

- Audit all the financial reports & ensure its reliability and compliment of GAAP, GAAS, & the company Policies.
- Prepare all the adjustments (Amortization of Prepayment & Accruals..etc.) to Reflect them in the system and maintain updated tracking registers.
- Prepare the Financial Statements (BS, P&L, CF, TB..etc.).
- Compile a unified FR and analyze data & figures.
- Prepare the Budget reports for every department and compare the actual.
- Work on other projects that serve the company as well as the accounting team.
- Assist in management decisions and meeting with board of directors.
- Control the accounting department overall and supervise & develop the staff.
- Prepare monthly reports & recommendation disciplines to management.



Ministry of Education – Accounting Instructor

(2004 – Sep 2007)

- Teach all the accounting subjects for secondary level.
- Prepare monthly reports to managements.
- Plan for the semester lectures.
- Handle some of the administration work.
- Prepare all the accounting tests and results.
- Use the electronic boards to explain as well as some accounting software.



Times Square Company – Accountant

(2004- Sep 2004)

- Record some of transactions in the GL.
- Prepare monthly Bank Reconciliation and pass adjustments needed.
- Maintain & keep customer's Account in the system by ensuring that all transactions are recorded on time and accurately.
- Maintain and keep accurate records thru the system expenditures within the approved budget & compared them to the actual.
- Control Fixed assets records and review AP transaction in the system.

Key Skills

- Ability to analyse reports and project management.
- Accuracy in audits all kinds of Financial Reports.
- Organized, reliable, dedicated with the positive attitude, & totally committed.
- Able to work under pressure.
- Maintain the overall internal control.
- Strong business developer & interact effectively with all levels of the staff.
- Self motivated & considered to be a very quick learner.

References

Available upon request