



# MOHAMMAD WALEED

ACCOUNTANT

Nationality: Bahraini

Hidd, Bahrain

00973-37050069

mwaleed.mabbas@gmail.com

## ABOUT ME

Highly analytical, result-driven accounting specialist skilled at working quickly and accurately under tight deadlines. Extensive knowledge of Excel and Microsoft Dynamics. Experience in all facets of customer service, sales, billing, Accounts Payable, and Accounts Receivable. Streamlines business operations and processes to enhance the flow of the workplace

## LINKS

### LinkedIn:

<http://linkedin.com/in/mohammad-waleed-47036220a>

## LANGUAGES

ENGLISH

ARABIC

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GERMAN

TURKISH

## WORK EXPERIENCE

### FUTURE COMMUNICATIONS COMPANY

Manama, Bahrain  
Nov 2021 - Present

#### Accountant

- Maintaining the billing system.
- Generating invoices and account statements.
- Performing Bank, stock & customer account reconciliations.
- Accounts Receivable Handling.
- Maintaining accounts receivable files and records.
- Producing monthly financial and management reports.
- Investigating and resolving any irregularities in reports of Microsoft Dynamics 365.
- Assisting in general financial management and analysis.
- Assisting in Audit Related tasks.
- Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
- PowerBi Dashboards Implementation.
- Tracking Loan Repayments and arranging funds accordingly.

### MINISO BAHRAIN

Bahrain  
Jan 2021 - Nov 2021

#### Jnr Financial Accountant

- Passing Journal Entries for the daily sales report.
- Bank Deposits and Bank related issues.
- Bank Reconciliation & collection Reconciliations.
- Keeping the Senior Accountant updated regarding day to day financials of the company.
- Analyze financial reports and budgets and present findings and suggestions to executive management.

### YUM YUM TREE BAHRAIN

Jan 2018 - Sep 2018

#### Cashier

- Processing Credit Card Payments.
- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Using a point of sale (POS) system for transactions.

## EDUCATION

### UNIVERSITY OF BAHRAIN

Bahrain  
2022

#### Bachelor of Science

- Bsc. in Banking and Finance - Accounting
- Major in Banking and Finance
- Minor in Accounting
- CGPA: 3.76 out of 4.00 (Excellent with second class honors)

### ACCA

Bahrain  
2023

#### ACCA

- 3 Exams cleared.

## SKILLS

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ACCURATE PAYMENT POSTING

AGING REPORT ANALYSIS

ACCOUNT RECONCILIATION

CLOSING PROCESSES

RECORD KEEPING AND REPORTING

TIME MANAGEMENT & PRIORITIZATION

POLICY & PROCEDURE IMPROVEMENTS

MICROSOFT OFFICE

## COURSES

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**WEST VIRGINIA  
UNIVERSITY**

● **Forensic Accounting & Fraud Examination**

**YALE UNIVERSITY**

● **Financial Markets**

**UNIVERSITY OF  
ROCHESTER**

● **The Power of Markets I**

## REFERENCE

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**AISHA MOHAMMAD**

Finance Director, Future Communications  
Company

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