

# EESA MOHAMMED JAMALDEEN

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## CAREER PROFILE

Accountant with more than 5 years of experience in Real Estate, Construction, Garments & Retail sectors. Having reasonable track record in providing financial reports to executive management for key decision making by analyzing accounting data. Experience also counts in handling, organizing and maintaining the financial transaction records according to the accounting standards.

In addition, having comprehensive experience in handling logistic service of non-profitable organization by leading a medium size logistic team especially for regular, annual and special programs of the organization. The special programs attracted more than 800 participants in a single event.

## ACADEMIC PROFILE

- Successfully completed Degree, **B.Sc. in Accounting** - University of Bahrain (2017)

## WORK EXPERIENCE

### **Ali Rashid Al Amin Group:**

Ali Rashid Al Amin is a group of companies, Al Amin Distribution and Al Amin Fresh Fruits focused in wholesale and Midway Supermarket focused in retail and many more subsidiary companies such as Al Amin Industries, Al Amin Gardens, The Exhibition and etc. It is one the leading group of companies in Bahrain.

#### **Position: Accountant (Midway Supermarket)** (May 2021 – To date)

- Handling the whole VAT process by assisting finance manager.
- Handling rebate deduction from suppliers according to agreed terms and conditions.
- Reconciliation of bank accounts, credit cards and Ledgers between sister companies.
- Handling and follow up with assistant accountant for record keeping and reporting of receivables.
- Handling and follow up with assistant accountant for fixed and variable payables.
- Supervising and verifying petty cash prepared by assistant accountant.
- Coordinating for stock count and producing related reports.
- Verifying and processing daily sales report with synchronized POS details of cash and card sales and producing the sales report.

### **AlSoroor Group:**

AlSoroor is a group of companies, Garments being focus with retail and wholesale departments. One of the bespoke clothing market leaders in Bahrain, and the same has expanded in Saudi Arabia as Almulla Group.

#### **Position: Accountant** (Aug 2019 – May 2021)

- Verifying and processing daily retail, wholesale and bespoke clothing with synchronized POS details of cash and card sales and producing the sales report
- Handling whole VAT process by assisting chief accountant for 5 companies.
- Reconciliation of bank accounts, credit card sales and transactions between sister companies.
- Handling, record keeping and reporting of receivables.

- Handling fixed and variable payables including local and international suppliers.
- Record keeping of purchases including PO preparations, GRN entries etc.
- Petty cash management for reimbursing miscellaneous expenses.
- Inventory management for stock keeping and inter group stock transfer
- Handling commercial issues related to receivables.

### **Daaem Real Estate & Grand Mark:**

Real estate investment and property development company. Medium size design and built company for villas and mid raise buildings with luxury and semi-luxury apartments. Business extended to maintain the properties through a dedicated maintenance team.

#### **Position: Jr. Accountant** (Dec 2017 – Feb 2019)

- Preparation of payroll for employees specific to OT, attendance, benefits and eligible facilities
- Handling payments for subcontractors, suppliers and service providers.
- Book keeping for construction capital expenses during the development stage of various properties.
- Reconciliation of bank accounts.
- Petty cash management for reimbursement of construction site expenses.
- Handling contract administration related to employment contracts and related administrative works.
- Handling fixed payables related to organization.

### **KEY SKILLS AND COMPETENCIES**

- **Proficiency with accounting software's: MS NAVISION, ORACLE, TALLY ERP 9, MONEY WORKS.**
- Languages: English, Tamil, Urdu, Malayalam and Sinhala
- Extensive working knowledge in Microsoft office.

### **PERSONAL INFORMATION**

DOB : Dec 20, 1993

Marital Status : Married

C P R No. : 931215552

Nationality : Sri Lankan

Passport No. : N7477472

Contact No : +973-34174477

### **DECLARATION**

I hereby declare that all the above particulars are true and correct to the best of my knowledge. Should I be offered an opportunity, I will discharge the duties entrusted to the best of my capacity and to achieve the goal of the organization.

### **REFERENCE**

Available upon request.