



BALLAL HOSSAIN

Profile

Experienced Office Executive with a robust background in office management, data entry, and accounting. Demonstrates proficiency in office software, corporate governance, and financial reporting. Adept at managing employee records, streamlining communication, and negotiating supplier contracts to secure cost savings. Proven track record in maintaining optimal inventory levels and ensuring timely payments to vendors. Skilled in handling sensitive information with discretion and maintaining compliance with data protection regulations. Strong problem-solving abilities and excellent time management skills contribute to efficient business operations. Career goal: To leverage extensive administrative and financial expertise to drive organisational success within a dynamic business environment.

documents clearances work, LMRA Works, Gosi, New Company Formation, VAT, Visa, CPR, EWA, MOIC related document works.

+97337115911

ballal.hossain559@gmail.com

Manama, Bahrain



Work Experience

Aothue Business Management Consultancy W.L.L
Manama, Bahrain

2021

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2024

Office Executive

- Administered employee records, updating details and ensuring compliance with data protection regulations.
- Streamlined communication by managing office email accounts and distributing relevant information.
- Connected with professionals in outside offices and distant locations to coordinate work.
- Reviewed legal and medical records, documents and correspondence, documents clearances work, LMRA Works, Gosi, New Company Formation, VAT, Visa, CPR, EWA, MOIC related document works.

2019

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2021

Welfare community organization conversation W.L.L

Manama, Bahrain

Office Assistant

- Supported staff with clerical tasks for well-maintained office administration.
- Created filing system for contracts, records and reports.
- Coordinated company events and key client meetings.
- Managed office maintenance issues, liaising with landlords and contractors to resolve problems swiftly.
- Prepared routine business correspondence for office staff.
- Supported office operations by taking on ad-hoc clerical duties.
- Proofread and corrected different types of documentation.

2017

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2019

Zahin construction company W.L.L

Manama, Bahrain

Accountant

- Advised management on financial planning and risk management, contributing to strategic decision-making.
- Oversaw payroll operations, ensuring timely and accurate salary payments to all employees.
- Reconciled monthly bank statements and resolved discrepancies.
- Calculated, prepared and filed payroll taxes for clients.

2012

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2017

Al Hanadi Telephone Cabin Service

Manama, Bahrain

Salesman

- Provided helpful, attentive sales support to generate positive customer feedback.
- Actively listened to customer concerns and queries.
- Liaised with customers by phone, email and social media.
- Self-managed workload under pressure to consistently meet deadlines.
- Facilitated product demonstrations to showcase features and address client queries promptly.

Education

S.S.C

Chhayani high school

1998 - 1999

H.S.C

Noakhali government collage

2000 - 2001

Expertise

Computer Operating System Installation

Digital Marketing

MS Office

Photoshop

ACCOUNTING SOFTWARE

SEO

Language

Bangali

English

Hindi



References

Taj Uddin

Welfare community

Phone: 33332832

Email: bwcb.info.bh@gmail.com