

Layla Mohm'd Saeed




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Objective: Seeking a job pertinent to my qualification for mutual benefit.

Experience and Training

Worked @	Designation & Brief description of the Job Duty
<div data-bbox="167 566 371 667">  </div> <p data-bbox="207 683 399 750">BNH Group Dec 2014 -2023</p> <div data-bbox="199 824 395 907">  </div> <p data-bbox="199 913 395 985">البحرين الوطنية للتأمين Bahrain National Insurance 2024 - Now</p>	<p data-bbox="507 539 1117 571"><u>Accountant in Credit Control Section 2022 – Now:</u></p> <ul data-bbox="555 611 1468 1030" style="list-style-type: none"> - Maintaining set of portfolios for insurance companies that the company is engaged with and ensuring that our books reflects a fair account booking via <u>account reconciliation & bringing up any differences found to the appropriate party to take necessary assessment to clear the accounts on regular basis.</u> - Feeding the cash flow forecast and <u>maintaining our receipts & payments in line to the company’s goal.</u> - Periodic examine on some ledgers and <u>preparing the ageing report & ageing analysis.</u> - Booking accounting entries like : Foreign exchange currencies variances, Tax invoices for Input VAT . - Assisting <p data-bbox="555 1075 1268 1108">Accounts assistant at Payment section, and credit control:</p> <ul data-bbox="555 1115 1468 1503" style="list-style-type: none"> • Arranging all the payments in accordance with set of rules & workflow. Assist The bills payable section in preparation of suppliers and expenses payments for all main subsidiaries and departments: <i>Bni ,Bnl, and BNH.</i> • Assisting the senior accountant in the Monthly Bordeaux cross checking. • Preparing expense form to enable managers monitor the budget vs actual spending during the Accounting period. • Ensuring the correct general ledger codes are allocated against the expense and ensure that necessary approvals are obtained before/after processing for payment. • Performing various tasks assigned by managers from time to time.
<div data-bbox="143 1541 411 1697">  </div> <p data-bbox="175 1724 430 1792">Ultra Tune Dec 2013 – Dec 2014</p>	<p data-bbox="507 1509 877 1541">Accountant and HR Assistant :</p> <p data-bbox="507 1547 1436 1624">Primarily providing administration and accounting assistance to management beside to the following :</p> <ul data-bbox="555 1630 1468 2016" style="list-style-type: none"> • Assisting in reporting Monthly Financial Performance to be included in management report, beside Financial Statements. • Helped with switching to another accounting system: (Tally to Exonet " • Preparing invoices to be sent to our clients after ensuring accuracy. Following up with pending invoices or aged receivable and bringing it to the attention of concerned department. • Prepare Monthly Cahsflow. • Periodically reconciling statement of account of our clients/suppliers to our records • Updating the company's systems with our receipt by bank transfer and ensuring all receipts handed over from reception to account have been

	<p>correctly reflected in the system before banking any banking at end of each period.</p> <ul style="list-style-type: none"> • Handling Petty cash, and daily cash deposits. • Arranging for payments for suppliers and accrued expenses based on aged balances, current cash position, and account receivable. • Updating and maintaining the company's assets register. • Assisting in finishing up different reports as requested by management or extracting, compiling data and providing them with the needed information, and working with finance manager for laying assumptions for cashflow projection & financial budgets. • Prepared a full report with detailed organizational Chart. • Processing the Payroll and end of service final settlement. • Maintaining and watching staffs' database and affairs in the system consisting Attendance; Shift roster , scanned documents, personal, employment, residency, and other pertinent information for easier reference, as well as opening all employees a physical file for retaining their particulars or any updates, and staying alert to any update or changes in manpower and Bahrainization rate • Responding to staff's inquires about their employment related issues, supplying them with correspondence or needed documents, and following up some formalities for new joined employee. • Issuance and passing HR Memos when directed according to the standard disciplinary code or Labour law. • Retaining scanned copies of entered contract for archiving. • Assisting in office or secretarial and accountancy works, mainly to the general manager and the finance department.. • Keeping up with the level office stationery by developing a spread sheet; to avoid shortage of supplies to the company's department. • Setting up "excel sheet " for different uses : stationery stock, Employee Payroll, Asset register. • Translation from English to Arabic for some articles related to the • company.
<div data-bbox="204 1339 427 1585" data-label="Image"> </div> <p data-bbox="172 1839 432 1986"> -Tele Ad For Advertisement Publishing April – August 2013 </p>	<p>Accounts Bookkeeper :</p> <ul style="list-style-type: none"> •Carrying out all steps of an accounting cycle from journalizing to closing, correcting any anomalies, In accordance with its legal position. • Peachtree Accounting software • Monthly bank reconciliation to ensure cash balance is synchronized and agreed with the value of the former. • Verifying payroll and Employees' commission calculation in light of the company's policy and local rules. • Maintaining Assets register under application of accounts provision • Developing Work process for improved Internal control. • Following Account receivable with records of collection progress. • Liaising with External Auditors <p>General Accounting Clerk and secretarial works.</p>

 <p>Protection Insurance Motor, Feb-May 2011</p>	<ul style="list-style-type: none"> • Arranging the appropriate Motor insurance covers for customers out from a selection of different insurance companies. • Preparing quotation and basic underwriting for clients. • Issuing Travel polices for clients. • Tracking and preparing monthly reports of customers' sales. • Maintaining records of insured customers. • Executing general office administrative works and clerical support.
 <p>Oryx for insurance & Reinsurance / <u>Account Department</u> July & August 2008</p>	<p>Trainee in Finance department</p> <ul style="list-style-type: none"> • Bank Reconciliation • Recording accounts Entries of Checks & other payment and bookkeeping on Peachtree program. • Collecting premium payments from customers and preparing invoices. • Checking the company's payments due for our suppliers on a daily basis

Education :

Date (From –To)	Awarding Body	Certificate & Notes
2005-Feb 2010	University of Bahrain	B.Sc. Banking & finance
Oct 2010 - Jan 2011	Bahrain Institute for Banking & Finance	Intermediate Insurance Diploma

Other Previous Activities & Awards :

- Worked as Customer Care Representative in Silah the National Call center September 2011 to January 2013 with following jobs: =
 - Receiving customers enquires and addressing their problems, providing appropriate advice . Coordinating enquires, demanded services, feedback and complaints to the company's client for further investigation.
 - Developing procedures of work flow for agents and maintaining database for handled complaints supported by spreadsheets.
 - Reporting to line managers the daily complaints summary.
 - Gained General Knowledge of transaction and services of official /governmental Bahraini entities like visa issuance and LMRA.

- Have written & passed several papers for The Association of Chartered Certified accountants “**ACCA**”, including **P2 international reporting**.

- Participated in preparation of **career day** in University -**2008**

- **Conversation 3A**, American Cultural and Educational-Center(ACEC),**24July 04Sep2006**

- Workshop in **Report writing** 30-31 July 2006 Women's committee at Isa town Fund.

- **"Reporting" workshop** in **Yellow Hat institution** ,18th & 19th July 2012

- Certificate of excellence in customer service, from **Silah Academy Gulf**. August2011

- **Stock exchange challenge competition & program**: Investment Simulation in USA market ,at University of Bahrain **Feb-May 2008 : First winner**

- Volunteer in **Special cases of Physical Disabled Society** in university