

## **PERSONAL DETAILS**

**Name** : *Jalal Faisal Ali*

**Date of Birth** : *17/06/1992*

**Marital status** : *Married*

**Sex** : *Male*

**Nationality** : *Bahraini*

**Permanent address:** *BANI JAMRA, BAHRAIN.*

**Contact number** : *+97339996801*

**Email address** : *Jalal-12345@hotmail.com*



## **PROFILE SUMMARY**

*Detail-oriented and motivated Accounts/Administration Assistant with hands-on experience in invoice processing, financial documentation, and project support. Skilled in using Oracle systems, Excel, and handling banking and contractual procedures. Holds a Bachelor's degree in International Business Management, with strong organizational and communication skills.*

## **EDUCATION**

- ❖ *Bachelor of Science in international Business-university of technology Bahrain 2020-2024.*

## **WORK EXPERIENCE**

- ❖ *Accounts / Admin Assistant- International Agencies Bahrain – 2019 – Present*
  - *Processed and booked invoices through Oracle system for vendor payments and maintained detailed records in Excel sheets.*
  - *Prepared and issued supplier invoices, including labor overtime sheets.*
  - *Managed and organized contracts, project documents, and critical records for multiple projects.*
  - *Handled bank guarantees: submission, follow-up, and retrieval from companies and ministries.*

- Supported the finance and project teams with documentation and administrative tasks.

❖ **Ramsis Engineering (Senior Site Document controller)-alba potline-6 project) 2017- 2019.**

- handles administrative tasks for the project manager and team members to keep the project running smoothly.
- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Ensure document control activities by allocating numbers, providing document id code for electronic drawings and hard copies.
- Developing and implementing Site document control and management process, job filling and technical enquiries.
- Control of incoming & outgoing project documents & site drawings and ensure timely issuance & distribution with correct revision.
- Maintaining files (hard & soft copies) such as correspondence letters, reports from consultant, client, main contractor etc.
- Preparation of project weekly progress report & summary progress.

❖ **Nass Bahrain (Document Controller) 2014-2017.**

❖ **LANGUAGES**

❖ **English**

❖ **Arabic**

**SKILLS**

❖ **Invoice Processing (Oracle, Excel)**

❖ **Proficiency in MS Office (Excel, Word, Outlook)**

❖ **Electronic Document Systems M-Files.**

❖ **Strong Organizational & Communication Skills**

❖ **- Contracts & Project Document Management**

❖ **CAD Software- Autocad & 3D Max**

