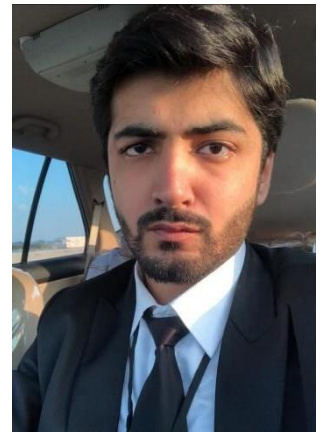


Ahmed Shahid

Personal Details

Date of Birth: September 19, 1993
Marital status: Single
Nationality: Bahraini
Languages: Arabic, English, Urdu
Safreh, Kingdom of Bahrain



Contact Details

Mobile: +973 33075003
E-mail: ahmedshahid093@gmail.com

Career Objective

To learn interactive and intuitive methodology and employ my knowledge and experience with the intention of securing a professional career with the opportunity of challenges and career advancement, while gaining knowledge of new skills and expertise.

Qualifications

- ❖ **Sept 2012 – Sept 2016** Bachelors in Banking and Finance
University of Bahrain
- ❖ **Sept 2010 – May 2012** Higher Secondary School Certificate(HSSC)
Pakistan Urdu School
- ❖ **Sept 2007 – May 2009** Secondary School Certificate(SSC)
Pakistan Urdu School
- ❖ **March 2019** Enrolled with ACCA – **LEVEL 2**

Extra Curricular Activities/ Workshops

- ❖ **IT Symposium** - 2012 University of Bahrain
- ❖ **INJAZZ - Bank in action** – 2013 University of Bahrain

Skills & Abilities

- ❖ Software Literacy: **MICROSOFT DYNAMICS GP**
- ❖ Computer Literacy
- ❖ Problem solving and time management
- ❖ Excellent communication skills
- ❖ Data entry and analysis ability
- ❖ Excellent managerial and administrative skills
- ❖ Highly skilled in dealing with customers and their queries
- ❖ Excellent research skills
- ❖ Using office equipment (Printer, Scanner, Fax, Photocopy machine etc.)
- ❖ Positive Attitude and ability to work with diversified set of people to gain more knowledge and experience.
- ❖ Quick Learner
- ❖ Punctual & Self Motivated
- ❖ Paper Work & Filing

Work Experience

- ❖ **MAR 2020 – MAY 2020** **Royal Hospital For Women & Children**
POSITION: JUNIOR ACCOUTANT (INTERNSHIP PROGRAM)

Responsibilities:

- Data entry from old software to the new one i.e. ERP 9+ to MICROSOFT DYNAMICS GP
- Recording Journal Entries
- Stock Auditing
- Casting Financial Statements
- Bank Reconciliation
- Preparation of internal auditing procedure for procurement & HR department
- Reviewing VAT reports
- Paperwork & filing

- ❖ **OCT 2019 – FEB 2020** **Majid Al Futtaim**
Promoter

Responsibilities:

- Customer service (including entering receipts in system, distributing flyers)
- Introducing the promotion and explaining the purpose of the promotion to each customer.

❖ **DEC 2018 – MAR 2019** **Information & e-Government Authority - Customer Satisfaction Survey**

Online/In person Survey Conductor

Responsibilities:

- Determine the customer satisfaction level for e-Government services provided
- Meeting Individuals/Citizen in person and conducting the survey questionnaire professionally
- Introducing the project and explaining the purpose of the survey to each individual

❖ **MAY 2017** **LIMOUSINA – FIFA EVENT**

Dispatcher

Responsibilities:

- Providing guests with the transports to their respective location
- Making sure the transports are available at all the times
- Taking care if the guests arrive safely back to the hotel
- Monitoring the parking area
- Providing guests with the solutions/answers to their queries
- Collaborate with volunteers to accommodate the needs of guest

❖ **JULY 2016 – SEPT 2016** **BAHRAIN NATIONAL HOLDING COMPANY (BNH)**

Trainee as an Accountant

Responsibilities:

- Bank reconciliation of system on monthly basis
- Preparation and maintenance of budgets
- Preparing payment vouchers through IIMS system
- Preparation and maintenance of cheques through IIMS system
- Matching (Debit and Credit Note) through IIMS System
- Paperwork and filing

DECLARATION

- ❖ I hereby declare that the above information is true and correct to the best of my knowledge

