

# Almutasem Abu Alhaija

## EXPERIENCE

1 June 2018 to 30 July 2019

Accountant • Asia, Certified Public Accountants • Jordan

### Job description

- Documents financial transactions by entering account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

## EDUCATION

University of Bahrain, Bahrain  
Associate Diploma in Business Administration

## ABOUT ME

I have a partial hearing and pronunciation obstruction. My condition will not have any significant effect bearing on my capabilities to carry out all job-related duties and responsibilities. I mentioned this because I believe that you need to know about my condition, and to show how determined I am to achieve my goal and prove myself as a person and professional. With this personal strength and enthusiasm, I would appreciate the opportunity to discuss my candidacy and how my competencies can be of immense benefit to the role.

## REFERENCES

[Available upon request.]

## Personal Objective

I am writing to demonstrate my interest in the role of accountant at your company, I hold a diploma degree from the University of Bahrain as I believe that my knowledge, abilities, and interpersonal skills will enable me to fully carry out the job requirements and assigned duties. Having mentioned all of that, I think it is the most appropriate time to mention that



### ADDRESS

Moharraq  
Bahrain



### PHONE

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### EMAIL

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