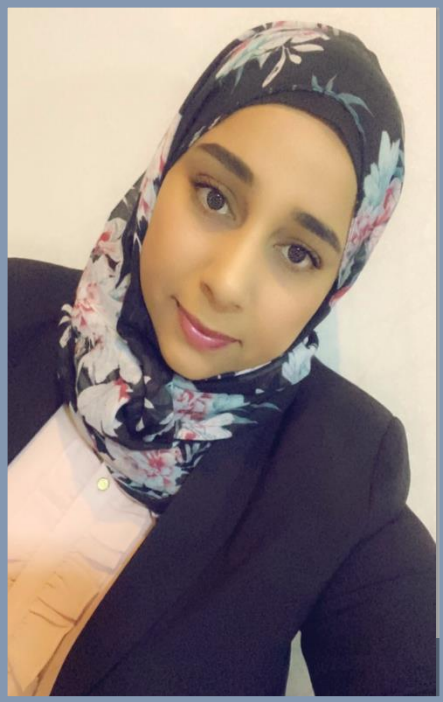


# SUAD ALI HABIB

## ACCOUNT/ LOGISTICS/ HR



### CONTACT

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Maameer- Bahrain



### OBJECTIVE



Looking for a position in LOGISTIC AND TRANSPORT / ACCOUNT / HR/ & EDUCATION field, where I can bring immediate and strategic value and develop my current skillset further.

### EDUCATION

- 2015 Bachelor in international Logistics Bahrain Polytechnic
- 2010 National diploma in (Accounting) Bahrain Training Institute
- 2007 BTEC First Diploma in (Bookkeeping) Bahrain Training Institute
- 2005 Secondary School Al-Noor Secondary School

### Qualifications

- 2015 CILT Professional Diploma In Logistics and Transport Bahrain Polytechnic
- 2013 CILT Certificate in Logistics and Transport Bahrain Polytechnic

### Experience

#### ACCOUNTANT & HR

#### IN PARADISE HOTEL BOOKING

*(From 06/10/2019 till now)*

- Deals with Tamkeen, Gosi and banks,
- Assisting with day to day operations of the HR functions and duties
- Providing clerical and administrative support to Human Resources executives
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.

## ACCOUNTANT & LOGISTICS COORDINATOR

### IN GULF WORLD COMPANY

*(From 10/11/2018 to 31/03/2019)*

- Coordinate and monitor supply chain operations nationally and Internationally
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products according to customer requirements
- Keep logs and records of warehouse stock, executed orders etc.
- Verify, allocate, post and reconcile accounts payable and receivable
- Analyze financial information and summarize financial status
- Provide technical support and advice on Management accountant
- Review and recommend modifications to accounting systems and procedures
- Prepare financial statements and produce budget according to schedule

## HR ADMINISTRATOR

### IN HABIBATY BUILDING AND MAINTENANCE CONSTRUCTION

*(From Jul/2016 To Feb/2017)*

- Perform recruitment activities, interview and evaluate candidates,
- Preparing employees agreements,
- Complete required jobs with LMRA, Gosi, and CPR appointment system.
- Organizing the daily and weekly meetings for the manager,
- Prepare payroll records.
- Managing group of 15 workers,

## HR ADMINISTRATOR AND ACCOUNTANT IN EXPERT INTERNATIONAL BUILDING CONSTRUCTION

*(From Apr/2016 To Jun/2016)*

- Perform recruitment activities, interview and evaluate candidates,
- Deal with customer complains such as Al Kohaji, Al Moayed, and Hesham Construction,
- Complete required jobs with LMRA, Gosi, and CPR appointment system.
- Prepare payroll records,
- Set policies to develop the financial situation,
- Using Quick Box software to provide invoices, calculate salaries, and prepare reports.

## TRAINING

### OPERATION AND CUSTOMER SERVICE IN UNITED ARAB SHIPPING COMPANY

*( From Sep/2015 To Nov/2015)*

- Issue documents such as Bill of lading, Manifest, and Discharge Plan,
- Vessel planning,
- Contact involved parties such as ports, agents and partners.

### CUSTOMER SERVICE IN ELECTRICITY AND WATER AUTHORITY

*(From Nov/2009 to Jan2010)*

- Issue bills. Editing contact details of the customers,
- Dealing with customer's complains,
- Preparing weekly reports.

## SKILLS

