



# MOHAMMED SADIQ HUSSAIN

ACCOUNTANT

*Competent and highly motivated accountant with 4 years of experience, seek a challenging position with an organization that offers opportunities for development and growth to fully utilize my experiences and skills, while making a significant contribution to the success of the organization.*

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Barbar 522, Kingdom of Bahrain

February 20, 1994

Bahraini



## EDUCATION

### ● CFA INSTITUTE

CFA Level 2 Candidate

Exam date: December 5, 2020

### ● UNIVERSITY OF BAHRAIN

B.Sc. in Banking & Finance

GPA: 3.32/4

SEP 2011 to JAN 2016

### ● AHMED AL-OMRAN SCHOOL

High School Diploma in

Commercial Studies

GPA: 80%

SEP 2008 to JUN 2011

## TRAINING COURSES

### ● Financial Modeling - Introduction

Training provider: BIBF

### ● Operational Risk Management

Training provider: BIBF

### ● Anti-Money Laundering Awareness

Training provider: BIBF

### ● "Mutamahin" Program

Training provider: CFA Society-Bahrain

## CERTIFICATIONS

- CFA Level 1 – Passed (DEC 2018)

## SKILLS

- Microsoft Office
- QuickBooks
- Financial Analysis
- Creative Problem Solving
- Team Work
- Organization & Time Management

## LANGUAGES

- Arabic (Mother tongue)
- English (Intermediate)

## WORK EXPERIENCE

### ACCOUNTANT

Rafidain Bank – Bahrain (MAY 2019 – **Present**)

- Maintain integrity of general ledger, including the chart of account.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Analyzed monthly balance sheet account for corporate reporting
- Generated financial statement and facilitated account closing procedures each month.
- Develop, implement, modify, and document record keeping and accounting systems, making use of current computer technology.
- Prepare, examine, and analyze accounting records, financial statement, or other financial report to access accuracy, completeness, and conformance to reporting standards.

### ACCOUNTANT

UBEX Courier Services – Bahrain (AUG 2016 – APR 2019)

- Classify, record, and summarize numerical and financial data to compile and keep financial records using journals and ledger or computer.
- Debit, credit and total account on computer spreadsheet and database, using specialized accounting software.
- Prepare bank deposits by compiling data from cashier p, verifying and balancing receipts, and sending cash, cheques, or other form of payments to bank.
- Prepare and process payroll information.
- Trained new employees on accounting principles and company procedures.
- Perform general office duties such as filing, answering telephones, and handling routine correspondence.

### CUSTOMERS RELATIONSHIPS TRAINEE

Arab Bank – Bahrain (MAR 2016 – MAY 2016)

- Assist customers by providing information and resolve their problems.
- Ensure providing high quality products and services to help customers meet their financial goals.
- Support the goal of the branch through effective teamwork.
- Follow anti-money laundering, fraud prevention, and security