

# ZAHRA ALSAEED

Banking & Finance graduate with a decent exposure and hands of experience in handling, controlling and finance management with multiple clients is looking for a suitable opportunity in the field of Finance to gain more knowledge, develop and grow further skills and competencies in a real professional working environment to add a great value to the business.

## CONTACT DETAILS



Bahrain- Salman Town



March\1996



Single



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## WORK EXPERIENCE

02/2019 - 06/2019

### Intern, Grant Thornton Bahrain (Audit&Assurance)

Responsibilities:

- Prepare the financial reports.
- Managed the vouching exercise for both Expenses and Revenues.
- Performed the total casting review.

Achievements:

- Handle more than 30 clients in vouching process, to help the company obtain the largest possible number of customers during a specific period.
- Reviewed more than 200 financial statement and figure out its mistakes to ensure submitting 100% accuracy works.

07/2018 - 09/2018

### Summer job, Batelco (Credit Management)

Responsibilities:

- Monitored the credit granting and updating process of existing ministries.
- Make required reconciliation on each payment.
- Managed the statements download and distribution to customers monthly.

Achievements:

- Supported the team with critical steps in the granting of credit cycle and managed some of the customers' files.
- Reconciled customers payment reports against received payments manually and record it in the system. This will help in export ready reports from system.

12/2017 - 02/2018

### Teacher Assistant, Kumon (Teaching)

- Participated in classrooms to assist and support the teacher in conducting classes of Math's and English in a very creative and modern ways to convey the knowledge to the students.

## EDUCATION

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**BSc. Banking & finance\Minor. Accounting**



University of Bahrain

2014 - 2019

**Secondary School Certificate, Al-Hoor Secondary School\GSVEC student**

2011 - 2014

## PROFESSIONAL CERTIFICATES

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- The Complete Financial Analyst (Udemy) - 2020
- English for Life (For9a) – 2020
- Life Office Management Association (Talal Abu-Ghazaleh Training) - 2019
- Entrepreneurship Orientation Program (Bahrain Development Bank) - 2014

## ADDITIONAL SKILLS

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Technical:

MS Office Program



Communication skills



Finance&Accounting Knowledge



Insurance Knowledge



Soft:

- Good Team player
- Self-Motivated and result oriented
- Time Management
- Diligent and very detailed
- Ability to work under stress
- Excellent Leadership
- High level of adaptability

Languages:

- Arabic
- English

## VOLUNTEER

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in Bilad Al Qadeem Charity:

- Participated in organizing books according to categories in books exhibition.
- Participated in organizing activities in exhibition for Productive families.