

Hawra Abdulhadi

Accounting



About me

Name: Hawra
Nationality: Bahraini
Date of birth: 6.Nov.1989
Marital status: Married

Contact me

Phone: 39858460
Email: Hadubai@hotmail.com

Personal Summary

Recent accounting graduate looking for a position in accounting and finance where I can utilize my skills put my learning into practice and contribute. I am eager to learn, and excited about beginning my career in this dynamic industry.

Personal Skills

- Excellent written and communication skills.
- Aware of different accounting concepts.
- In-depth knowledge of basic and advance accounting.
- Strong knowledge of business awareness.
- Proficiency in computer skills like Excel, Access, Word, PowerPoint and internet.

Education

Al-nada Institution

Recently Studying Association of Chartered Certified Accountants(ACCA)
Bahrain

Logic Institution

1/2019-6/2019 Certificate in procurement and supply operations
Bahrain

University of Bahrain

2010-2015 Bachelor of Science in Accounting
Bahrain

College of Applied Studies

2007-2010 Associate Diplomas in Office Management
Bahrain

Alhoora High School

2004-2007 GSC in Commercial sector
Bahrain

Work Experience

May 2017/ October 2017 Accountant at Expert International Building & Construction.

Future Exhibition and Conference Co.

May 2016 / April 2017

- Use Tally Program.
- Authorizing and Issuing Employee Salary.
- Doing the LPOs.
- Issuing Invoices.
- Collecting Payables
- Issuing checks.
- Performing Bank Reconciliation.
- Preparing Daily Report about the Company Situation.

DHL Bahrain.

July / August

- Performing bank reconciliations.
 - Booking AP/AR Invoices.
 - Checking Airwaybills and reconciling them against the calms.
- Payables:
Expense claims.
Checking and processing invoices and recording them to make payments.
Petty cash.
- Receivables:
Bank reconciliation
Inhouse banking reconciliation.
Preparing Cheques deposits.
Credit card reconciliation.

Call center Agent at VIVA Bahrain.

April / May 2011

- Contact customers to register their numbers in the system.
- Resolve customer problems.

- **Secretary Assistance at Ministry of Labor**

July / August 2009

- Answer the telephone, take messages, transfer calls to suitable staff.
- Type, print and make copies of important documents.
- Receive and send e-mails, memos, etc.
- Handle correspondence, documents and reports.
- Welcome and attend visitors.
- Organize and maintain file records and databases.
- Operate office equipment such as fax, copiers, printer and phone system.