



# AHMED MOHAMMED KALEEM

*Finance/Accounts  
Professional*

📍 Diyar Al Muharraq

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## PERSONAL DETAILS

Date of Birth: November 27, 1989  
Nationality: Bahraini  
Status: Married  
Languages: English, Arabic, Hindi

## Skills

### Soft Skills

Writing & Oral Communication , Critical Thinking, Problem Solving, Persuasion, Negotiation ,Technology , Leadership , Team Work, Team Building , Business Knowledge , Multitasking , Planning and Organization, Work without supervision and under pressure , Time Management , Decision Making

### Hard Skills

Accounting and Finance , Administration Skills, HR/Payroll, Accounting Software's , Budgeting and Planning , Preparing Cheques , Invoices , Profit & Loss Reports , Computer Skills , MS Office, Data Analysis , Documentation Management , Month End Closing

## Summary

Accomplished Accounts/ Finance Professional with years of experience , aiming to achieve the highest position in my career through experience and qualification as well as to contributing towards achieving the organization goals. Highly Organized, Professional and excellent Communication skills , can interact easily with all types of personalities. Problem Solving , Training and Team to peak performance.

## Education

2007 - 2012 **BSC Banking & Finance**  
University of Bahrain

2005 - 2007 **Secondary school, Commerce With Multimedia**  
The Indian School Bahrain

## Work experience

FEB 2020 - PRESENT **General Accountant**

### ART Rotana Hotel, Amwaj islands

- Manage closing of books and preparation of financial reports in accordance with Uniform System of Accounts and Hotel Policies by ensuring that the Corporate Office and Hotel reporting deadlines are met
- Review and reconcile General Ledger, Bank Accounts, P&L and ensure they are complete, reliable and faithfully represent the financial position of the Hotel
- Analyse & interpret financial reports, identify trends and make recommendations where necessary
- Adequate review of Receiving Reports, Invoices, Expense Reports, Payment Vouchers, General Cashier Reports to ensure that they are duly authorised and free from misstatements and in compliance with Hotel policy
- Process monthly payroll preparation and ensure timely disbursement of salaries
- Develop and ensure that Sun System database is adequately maintained. Supervise the input and handling of financial/reference data for Payroll and FBM Systems
- Supervise the finance team and ensure that they are adequately trained and performance is up to the standards
- Coordinate with Internal and External Auditors in completing Audits as well as develop and maintain manual and computer filing system and ensure that the files are properly named, catalogued and access is available for authorised persons only. With Original contracts and important documents must be filed in a fire proof safe

APRIL 2017 - PRESENT **Accounts Receivable Executive**

### ART Rotana Hotel, Amwaj islands

- Transfer daily city ledger data from Front Office system to Back Office Accounts Receivable module Verify the total transfer with city ledger folios.
- Review the city ledger folios with supporting documents such as charge slips, LPOs, etc. Follow up if required for billing instructions, LPOs, supporting documents.
- Prepare invoices and obtain Director of Finance / Financial Controller signature
- Send the original invoices with supporting documents to the customer, file a copy of the full set in the customer file and another copy in the sequential file
- Calculate commission for credit card payments received
- Issue receipts for cash and cheques received from customers and credit card payment received directly to the bank
- Hand over all cash receipts to the General Cashier with receipt copy
- Prepare and give employee deduction summary to the Paymaster each month.
- Prepare Month End Report
- Assist the Financial Controller with the Closing of the Month

## HR/PAYROLL EXPERIENCE

- Process the Employees Requests for Cash Advance, Ticket Advance and Loan
- Verify and Process the Final Settlement that complies with the Country Law
- Verify and Process the Vacation Requests
- Process the Travel LPOs Initiated from HR Department
- Check the Attendance with the Schedule
- Update the Overtime Approved in the System and Distribute the Copies to the Departments
- Post all the deduction / allowances in the Bayan system
- Prepare the Payroll Reconciliation and Submit for Approvals
- Prepare the Final Monthly Payroll and Submit for Approvals Co-
- Coordinate with HR Department for New Employee's Bank Account
- Opening Submit the Payroll to the Bank

## AWARDS & ACHIEVEMENTS

Achieved **best employee** of the Finance Dept. (Oct-2017).

Achieved as **Heart of the house** best employee of the Month (March 2017)

Nominated as **Heart of the house** best employee of the Month (April 2017)

Achieved as **Heart of the house** best employee of the Month (April 2016).

Achieved **best employee** of the Finance Dept. (Dec-2015).

**Merit Student** in University of Bahrain President's List of honour for first semester (2007- 2008).

Merit Student in University of Bahrain Dean's List of honour for second semester (2007-2008).

NOV 2014 - MARCH 2017 **Accounts Payable Executive**

### ART Rotana Hotel , Amwaj Islands (Pre-opening Team)

- Control LPOs, check and verify long outstanding LPOs
- Check arithmetical accuracy, date, quality and receive stamp approval on the invoices with LPO or agreement
- Tally and receive total invoice and reconciliation of outstanding with total payable balance Follow up any discrepancies with the suppliers in writing
- Check and tally posted invoices with invoice totals and filed supplier-wise
- Ensure that other internal expense reports are approved by the Director of Finance / Financial Controller and the General Manager
- Ensure payment of internal expense reports with relevant approval e.g. salary, reimbursement of visa expenses to the Government Relations Officer, cash advance, loan, leave settlement, final settlement, etc.
- Ensure that all cheques to be locked and cheques should be endorsed

2012 - 2014 **Credit Analyst**

### Risk Consult Ltd

- Sourcing, Interpreting and providing credit reports on financial, economic, political and commercial Information of companies.
- Interacting with company's senior personnel such as Directors, CFO, CEO and Financial Manager.
- Analyzing the company's financial information for its credit worthiness and determining the maximum Credit allowable for international transactions.
- Make opinion on the credit figures for the transaction.

## Hobbies

Travelling, Interacting with People, Outing, Playing Games, Watching Movies, Table Tennis, Football , Badminton , Tennis , Researching , Reading News, Exploring.

## Reference

### Mr. Sanjay Gupta

Director of Finance

ART Rotana Hotel, Amwaj Islands

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### Mr. Sada Subrahmanian

Assistant Financial Controller

ART Rotana Hotel, Amwaj Islands

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### Mr. Muzammil Mehtab

Senior Credit Analyst

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