

CURRICULUM VITAE

Hasan Abbas Abdulla Al Tabbal

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PERSONAL

CPR No. 870805843
Date of Birth: 4th, August 1987
Marital Status: Married
Nationality: Bahraini



EDUCATION

2007-2011

AMA International University, Business Informatics
(Bachelor in Business Informatics) GPA (1.82 out of 1)

2002-2005

Ahmed Al Omran Secondary School (High School
Graduate- Commercial Studies)

EMPLOYMENT

2011-2014

Kalaam Telecom Bahrain – Accountant

Jan 2015-Feb 2017

Kalaam Telecom Bahrain – Senior Accountant

Job Duties and Responsibilities:

- Preparing Payroll.
- Preparing payment vouchers for vendors.
- Petty cash Management.
- Bank Reconciliation.
- Send Inventory report daily to PPCC department and MIS department.
- Month end reports for previous month to FM on 5th of every month.
- Send wholesale invoices to Carrier before 4th of the month and book these invoices in the system Sage 300ERP.
- Prepare the purchase order after receiving the requisition from each department.
- Reconcile Vendor SOA with our records.
- Get the approval from the concerned department for releasing the payment.
- Daily cash or cheques received to be deposited in bank on daily bases.
- Book all PO's & Invoices related to FA in Sage ERP Accpac Fixed Asset Modules.

Job Duties and Responsibilities:

- Analyzes and review all the issues observed during the reconciliation process.
- Maintenance of the register for all issues raised or investigation cases opened.
- Follow up with all related departments and other offices on all open items with the different reconciliations and ensure that they are properly cleared on a timely matter.
- Escalation of all unresolved issues and investigation cases, based on the internal escalation policy.
- Preparation of the different reports pertaining to reconciliations, and other requested MIS reports in a timely and appropriate manner, as per the department policies and procedures.
- Any other Ad hoc business related tasks assigned.

▪ **PERSONAL STRENGTHS**

- Immense experience in handling costumer services.
- Ability to adapt quickly to new markets/products and costumer/market demands.
- Ascertain costumer needs through effective questioning techniques.
- Ability to learn and practice in different activities.
- Good problem-solving skills.
- Negotiation Skills

▪ **LANGUAGES**

- Arabic
- English

▪ **INTERESTS**

- Traveling
- Reading
- Computers
- Sports

▪ **SKILLS**

- Computer Applications using Microsoft Office.
- Handling Customer Complains and Requirements.
- Ability to learn and practice in different activities.
- Good Public Relations, very sociable.