

Maitham Karim Sabt

Accounts & Admin. Manager - HR Department & Payrolls

Manama

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+973 39933012

Work Experience

Accounts & Admin. Manager

Lightex wll - Bahrain

September 2009 to Present

- a. Managing and overseeing the daily operations of the accounting department to comply with IFRS.
- b. produce financial reports and statements as per IFRS.
- c. Establishing and enforcing proper accounting methods, policies and principles
- d. Credit control.
- e. HR Department & Payrolls.
- f. Monitoring the Procurement and operation departments.
- g. Stock controls.
- h. Internal controls for the company process.
- i. Making the tax return reports to NBR.
- j. Reporting Directly to Managing Director.

Senior Auditor

Abdul Aal Gulf Audit

July 2007 to May 2009

- a. Oversee and direct a compliant and accurate auditing process
- b. Supervise and coach junior and staff auditors
- c. Ensure efficiency of internal controls
- d. Handling more than 120 clients in different activities.

Accounting and Finance teacher

Ministry of Education

September 2005 to June 2007

This job was my first job after graduation I had taught accounting and finance subjects of High school students.

Accountant

Abdul Aal Gulf Audit

March 2005 to September 2005

- a. Audit Junior.
- b. Accounting for clients.

Accountant

Ahmed Alzayani & Sons

March 2002 to March 2005

- a. Daily sales report.
- b. Day to day cash control.
- c. Stock controls.

Education

Master's in Internal Audit & consultations

Birmingham university

April 2015 to June 2017

Accounting & Finance Bachlore in Finance and Accounting

University of Bahrain - Manama

September 2000 to June 2005

Commercial Secondary

2000

Skills

accounting (10+ years), Microsoft office. (10+ years), Tally (10+ years), IFRS (10+ years), Finance (10+ years), Human resources (10+ years), Block chain (10+ years), Admininstration (10+ years), Internal controls (10+ years), Internal Audit (10+ years)

Awards

Best Employee for 2017

February 2018

Certifications/Licenses

Taxation - ACCA

January 2017 to Present

Leadership in Management - American Society for Management Consulting

January 2014 to Present

QMS Quality Auditor - ISO

January 2013 to Present

Professional Auditing Course - Grant Thornton

February 2008 to Present

CMA

January 2019 to Present