



MOHAMMED ISMAIL

OBJECTIVE

• To work in an environment that provides me with a platform to practically apply my theoretical knowledge accumulated over the years, to increase my knowledge in my field of study, to pursue and achieve excellence in every project that I work on and to achieve goals effectively and efficiently.

My eagerness to learn can compensate my lack of work experience in someway.

HOBBIES AND INTEREST

- Reading books and articles.
- Sports of all types.
- Web Surfing and Keeping up with technological advances
- Creative Writing skills

PERSONAL DETAILS

Age: 24 Years

Date of Birth: 18th December 1995

Nationality: Indian

Driving license Number: 951212109

Driving license Expiry: 03/09/2021



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ABOUT ME AND SKILLS

- A Punctual, Hard working and motivated individual possessing excellent verbal skills. I am a team player and I also tend to grasp things very quickly. Confident in my ability to produce abiding by the rules.
- Ability to work under immense pressure and meeting strict deadlines
- Having an Understanding of all Financial Statements; Good knowledge of Auditing Standards and also Analytical skills related to Accounting.
- Languages: English (Possessing Excellent Command over the language), Urdu and Hindi
- IT: Adept in using Microsoft Office

EDUCATION

- **UNIVERSITY OF BAHRAIN**

Graduated from University of Bahrain in 2018
Bsc. in Accounting (Minor : Banking and Finance)

- **INDIAN SCHOOL BAHRAIN (CBSE Board)**

Completed High school as a student of The **Commerce Stream** in 2013 (Subjects : **Mathematics, Accountancy, Economics, Business and English**)

ADDITIONAL INFORMATION

- **Joined CBB-BIBF Mentoring program**(enrollment criteria: **CGPA of above 3.0**) : Attended a series of BIBF workshops designed to enhance knowledge in the areas of Banking, Islamic Finance, Insurance and Investment, was also assigned a **Mentor** (Manager: Mrs. Eman Jassim) at **Al Salam Bank**, A certificate was also issued.



Work Experience

- **Trained as a VAT Consultant and Administrative & Marketing Assistant at AJMS Alatheer Consulting for a period of 3months.**
Job Responsibilities included but not limited to the following:
 - Registering Client Companies for VAT.
 - Reviewing Client Agreements and Contracts.
 - Evaluating Clients Stock List and differentiating the Standard Rated and Zero rated Products.
 - Recommending Changes to be made to client invoices after registering for VAT to comply with the requirements set by NBR
 - Setting up Interviews and Performing limited HR Responsibilities
 - Calling and scheduling meetings with potential Clients
 - Assisting the managers in preparation of Proposal for Clients
 - Inviting and Coordinating the attendees for Symposium held by AJMS on IFRS 17
 - Targeting Different Sectors (Banks, Schools, Insurance Companies, Hospitals, Exchange houses, Brokers) for VAT registration and Implementation.

- **Worked as Finance Support at DHL for a period of 3 months.**
Job Responsibilities included but not limited to the following:
 - Providing Accounting Support to the **Accounting Supervisor** by preparing journal entries for all Custom Receipts, also assisting in closing related accounts.
 - Retrieving all Support Documents (bayan, waybill, invoice and Packing list) from GIA
 - Making Tax and VAT adjustments in excel for invoices.
 - Preparing Group statement invoice Summary.
 - Preparing Invoices and supporting documents for the **Credit manager**.
 - Daily visits to Client Premises to prepare airwaybill for their official work documents and non document packages to be shipped across the world.
 - Detailed invoices – including weight report and determining on issuance of Credit note.
 - Approving Customer requests on behalf of Accounting supervisor.
 - Retrieving The Official Bayan on **OFOQ**(Software of The Bahrain Customs Authority)
 - Recording of All Receivable Cheques in the system for the **Collections Accountant**.
 - Preparing weekly, mid month and monthly invoices for **ALL** DHL customers
 - Providing Document support to **ALL DHL Departments** and also to requests of **Foreign DHL branches**
 - Proficient in all of DHL tools like Gweb, Global Imaging, Mybill, DHL+ etc

Declaration

- I am keen to continue my career and prepared to work hard in order to achieve assigned objectives and I hereby declare that the information furnished above is true to the best of my knowledge
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