

Jaafar Maki Ahmed Ali

Telephone: 33335505 - 39804377, Email: Jaafarmaki87@gmail.com, Nationality: Bahraini

Career Summary

A hard-worker and dependable candidate with the ability to work well independently and in a team basis. My current job profile has taken me through a band of diversified experiences that include auditing, accounting, value added tax (VAT), advisory and banking which enhanced my self-confidence, creativity & analytical skills, open-mindedness, thinking on my feet and out of the box. As long-standing interest in external audit, internal audit, accounting, investment and banking, along with my niche experiences has now given me the confidence and determination to embark a managerial position in a reputable company.



Interest and Skills

Areas of Interest: Accounting, management, finance, financial control, internal control, external audit, internal audit, advisory, financial analysis, banking, investment, human resources, business development, marketing.

Skills

1. Accounting, management, auditing, finance, internal control and financial reporting.
2. Investment, financial analysis, reconciliation, loans, fixed assets and payroll.
3. Microsoft office, Peachtree, Quickbooks, Zoho, and Tally 7, 9, ERP9.
4. Audit assertions, audit procedures, audit test, and risk assessment.
5. IFRS, IAS, UCP600
6. CaseWare Audit system.
7. Marketing, business development, communications and correspondence.
8. Tax and Value added Tax (VAT).
9. Problem solving and training.

Professional Experiences

Senior auditor, November 2012 to present

Elyaa Audit and Consulting, a member of HLB International

Company Profile:

Elyaa Audit and Consulting, a member of HLB International, is a professional firm which provides assurance and business advisory services to its clients.

HLB International is an international network of independent professional accounting firms and business advisors, comprising member firms in 130 countries. HLB International member firms offer audit, accounting, tax and business advisory services.

Key responsibilities:

- Inquiring of management and others to gain an understanding of the organization itself, its operations, financial reporting, and known fraud or error.
- Evaluating and understanding the internal control system.
- Performing analytical procedures on expected or unexpected variances in account balances or classes of transactions.
- Testing documentation supporting account balances or classes of transactions.
- Observing the physical inventory count.
- Confirming accounts receivable and other accounts with a third party.
- Examining company (client) financial statements, financial control and systems.

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Key responsibilities (continued):

- Checking transactions, accounts, financial reports are accurate and reliable.
- Ensuring policies, procedures, legislation and regulations as well as documentation are practiced and complied with.
- Communicating audit progress and findings on status meetings; highlighting unresolved issues.
- Preparing final audit reports.
- Protecting organizations reputation by ensuring confidentiality of client information.
- Liaising with managers, clients and third parties for findings and recommendations.
- Developing personal and business network for bringing in new clients.
- Contributing to team effort by accomplishing related results.
- Execute the day-to-day activities of audit engagements (year-end audit and interim reviews) of various clients.
- Identify and communicate accounting and auditing matters directly to partner.
- Ensure adherence to policies, laws and regulations.
- Ability of performing the work effectively and efficiently.
- Preparing bookkeeping services for some client.
- Mentored junior staff and trainees in internship with the company.

Chief accountant, December 2017 to April 2018

Alfadhel Group

I had been selected by Elyaa Audit and Consulting to be a secondment for Alfadhel Group as the Chief accountant for the group from December 2017 to April 2018 as an additional for my current job. (5 months).

LC Officer, February 2012 to July 2012

Elaf Islamic Bank

Company Profile:

Elaf Islamic Bank was established in 2001. They provide Shariah compliant personal and corporate banking and financing services.

Key responsibilities:

- Verifying documents are as per terms and conditions in the Letter of Credit.
- Maintaining compliance with credit policies / practices and regulatory policies, to ensure business unit is in adherence.
- Undertaking issuance, checking and confirmation of Letters of Credit.
- Liaising with managers and customers regarding transactions and approvals.
- Handling customer queries face-to-face, telephone and correspondence.
- Efficient dissemination of information to customer, colleagues and third parties.
- Assisting members of the team in other duties as and when required.

Accountant, June 2010 to February 2012

Specific Council for Vocational Training in Construction, Ministry of Labor

Council Profile:

It is a semi-government organization in Bahrain work under Ministry of Labor that impose the training levy required by private construction sector institutions employing over 50 workers that totals 4% of the total salaries of foreign workers.

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Key responsibilities:

- Preparing financial statements.
- Controlling income and expenditure budget.
- Book-keeping and monitoring financial transactions.
- Arranging payment for invoices.
- Undertaking financial administration.
- Cash and Bank reconciliation.
- Calculating end of year accounts.

Internships

March 2012 (1 week): LC officer, Alubaf Arab International Bank, Bahrain.

July 2009 to August 2009 (2 months): Audit trainee, Grant Thornton Abdulal Audit.

Education

University of Bahrain

Bachelor of Science in Accounting (February 2008 to January 2010)

University of Bahrain

Associate Diploma in Accounting (September 2005 to February 2008)

Sheikh Isa Bin Ali Secondary School

Secondary Certificate, Commercial (September 2002 to June 2005)

Professional Development

Industry Training:

27 May 2012 to 1 June 2012: Trade Finance-Banking Seminar, Banca UBAE, Rome, Italy.

Personal Information

Nationality: Bahraini – **Date of Birth:** 15 May 1987 – **Marital Status:** Married
Languages: Fluent in Arabic and English – **Driving License:** Bahrain light vehicle
Hobbies and Interest: Reading and Basketball

References available on request.