

Sakina S.Hussain Alwedae

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Personal Profile

Date of Birth: 24th March 1989

Gender: Female

Nationality: Bahraini

Marital Status: Married

Achievements

- Cambridge Certificate from Dar Al Ma'rifa Institute with course average of 90% in English – 2004.
- Certificate in customer service from Silah Gulf Company - 2011.
- Certificate of attendance for "Building High Performance Teams Workshop" – 2013.
- Certificate in leadership course provided by Silah Gulf Company - 2014.

Education

2009 - 2015	Accounting	Bahrain Polytechnic
Grade achieved:	2.9	
2004 - 2007	Science	Al-Noor Secondary School
Grade achieved:	89.5	

Work Experience

2016 – Present **Accountant** **Omega Paints And Chemicals Industry**

- Handled petty cash and cash payment.
- Arranged monthly payments.
- Entered all payments and receipts in the system (cash and bank)
- Prepared payroll.
- Performed bank reconciliation.
- Prepared journal entries transactions and posting them to general ledger.
- Prepared invoices and credit notes to customers.
- Controlled day to day financial receivables transactions.
- Performed costing for imported raw materials.
- Performed physical counts of inventory stocks.
- Provided support to external auditor for the quarterly reviews and the annual audit.

- prepared closing and adjusting entries.
- Performed costing for painting projects.
- Supported the financial controller in his accounting functionalities.

2011 - 2014

Customer Care Representative

Silah Gulf

- Handled inbound and outbound calls.
- Arranged work's schedules and defined priorities.
- Performed detailed reports.
- Provided training to new trainees.
- Provided tests to the applicants.
- Collected the applicants' grades in an Excel Sheet.

2008 - 2009

Agent

InFo Call Company

- Handled outbound calls.
- Sold Citi Bank's credit cards.
- Performed daily report to team leader.

Skills

- Leadership skills
- Hardworking
- Good dealing with numbers
- Presentational skills
- Good team working
- Critical thinking
- Customer service skills
- Good computer skills
- Quick learning

Hobbies and Interests

- Searching
- Reading
- Attending workshops
- Shaping my personality in workplace

Languages

- Fluent in Arabic (speaking and writing)
- Excellent in English (speaking and writing)