

CURRICULUM VITAE

Personal details

- **Name:** Salman Khalil Ebrahim
- **Phone:** 36623992
- **Email:** salmankhalil6@gmail.com
- **Gender:** Male
- **Nationality:** Bahraini
- **Driving licenses:** Available



Objective

To work in a challenging environment that maintains high professional standards, fosters personal growth, provides the opportunity for continuous learning and expects quality results.

Experience

Assistant Supervisor, AL-Dhahrani Contracting Company.

- **Start work 2009 TO 2016**
- Acts as supervisor of other accounting staff in the absence of the Accounting Supervisor.
- Assists with the preparation of routine monthly reports.
- Reviews and prepares monthly summary of employee mileage reimbursements to be submitted to payroll for payment.
- Custodian of petty cash fund.
- Monitors accounts payable clerks' daily entries, approves and posts daily batches.
- Prepares and/or reviews journal entries.
- Assists with the month-end and year-end closing process.
- Maintain accounts receivable customer files and records.
- Follow established procedures for processing receipts, cash etc.
- Process credit card payments.
- Prepare bank deposits.
- Posts customer payments by recording cash, checks, and credit card transactions.

Purchase Officer, Up Town Gourmet,

- **START WORK JAN 2016 TO Oct 2017**
- Analyze price proposals, financial reports, and other information to determine reasonable prices.
- Negotiate contracts on behalf of their organization.
- Attend meetings, trade shows, and conferences to learn about new industry trends and make contacts with suppliers.
- Meet with staff and vendors to discuss defective or unacceptable goods or services and determine corrective action.

- Evaluate and monitor contracts to be sure that vendors and supplies comply with the terms and conditions of the contract and to determine the need for changes.
- Maintain and review records of items bought, costs, deliveries, product performance, and inventories.
- Work out agreements with suppliers, such as when products will be delivered.
- Evaluate suppliers based on price, quality, and delivery speed.
- Interview vendors and visit suppliers' plants and distribution centers to examine and learn about products, services, and prices.

Gulfcx Company, Customer service. (Project Aramex delivery unlimited)

- **START WORK DEC 2017 TO JUN 2018**
 - ❖ Attracts potential customers by answering product and service questions; suggesting information about other products and services.
 - ❖ Opens customer accounts by recording account information.
 - ❖ Maintains customer records by updating account information.
 - ❖ Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
 - ❖ Maintains financial accounts by processing customer adjustments.
 - ❖ Recommends potential products or services to management by collecting customer information and analyzing customer needs.
 - ❖ Prepares product or service reports by collecting and analyzing customer information.
 - ❖ Contributes to team effort by accomplishing related results as needed.

Purchase Officer, Bokhowa Group,

- **START WORK JUN 2018 TO DEC 2018**
 - ❖ Direct contact / negotiation with supplier.
 - ❖ Review prices and products specification form and determine the best deal.
 - ❖ Create Purchasing Orders.
 - ❖ Report process of field material requisitions thru Bid / Evaluate / Award phase.
 - ❖ Expediting of committed purchase order, blanket purchase order administration for goods and services purchased, delivered to the jobsite of offsite storage location.
 - ❖ Reporting to the Field Procurement Manager for functional direction.
 - ❖ Project Expediting Supervisor for operational direction.
 - ❖ performs expediting activities at the jobsite to ensure the timely delivery of materials and equipment to meet project needs.
 - ❖ Responsible for the input and assessment of project job-hour and monetary budgets.
 - ❖ The Material Control will interface on a daily basis with their selected contractor, field engineering, project expediting, construction, field procurement and other departments as may be required.

Accountant at SKD Group Company (Universal ReadyMix Division).

- **START WORK AUG 2019 TO (PRESENT).**
 - ❖ Prepares asset, liability, and capital account entries by compiling and analyzing account information.
 - ❖ Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
 - ❖ Verify, allocate, post and reconcile transactions.
 - ❖ Provide technical support and advice on management.
 - ❖ Review and recommend modifications to accounting systems and procedures.
 - ❖ Secure financial information by completing database backups.
 - ❖ Guide accounting clerical staff by coordinating activities and answering questions.
 - ❖ Direct internal and external audits to ensure compliance.
 - ❖ Plan, assign and review staff's work.
 - ❖ Support month-end and year-end close process.
 - ❖ Develop and document business processes and accounting policies to maintain and strengthen internal controls.
 - ❖ Communicate effectively with clients.
 - ❖ Communicate with Manager and/or Director on work status and client issues that arise.
 - ❖ Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs.
 - ❖ Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
 - ❖ Processes company's payroll every pay period
 - ❖ Maintains payroll processing system and records by gathering, calculating, and inputting data
 - ❖ Computes employee take-home pay based on time records, benefits, and taxes
 - ❖ Answers staff questions about wages, deductions, attendance, and time records
 - ❖ Receives and coordinates requests for leave and other absences
 - ❖ Handles changes in exemptions, job status, and job titles
 - ❖ Adheres to payroll policies and procedures and complies with relevant law
 - ❖ Identifies, investigates, and resolves discrepancies in timesheet and payroll records
 - ❖ Honors' confidentiality of employees' pay records
 - ❖ Completes payroll reports for record-keeping purposes or managerial review
 - ❖ Determines organisation's tax obligations by calculating national and council taxes as well as National Insurance contributions
 - ❖ Performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts

Education

- **BSC Account & Finance** - Al-Ahlia University (2009 – 2016)
- **Diploma in CIPS (procurement & supply operations)**- Logic Institute (2018)
- **Diploma in LOMA (ALMI-Associate, life Management)**-TAG ORG (2019)
- **Ahmed Al-Omran Secondary School** – Commercial Studies (2004-2007)
- **Other certificate** in Bahrain Training Institute & Berlitz Institute

Personal features

- Open minded and accept other people's points of view.
- Willing to go the extra mile for the customer.
- Able to work under extreme work pressures and long working hours.
- Business driven, focused and hard working.
- Effective team player with outstanding communication and interpersonal skills.
- Advanced time management & capable in dealing with stress.

Skills

- **Computer literacy:-**
 - SAP SYSTEM.
 - FOCUS SYSTEM.
 - ODOO SYSTEM.
 - FAME SYSTEM
 - MS Office applications (Word, PowerPoint and Excel).
- **Languages:-**
 - Arabic Native
 - English, Speaking & Writing.