



# ZAHRA HARAM

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E-mail

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## LANGUAGES

English: Proficient

Arabic: Native

## Skills

- Attention to Detail
- Adaptability
- Communication
- Decision-making
- Problem Solving
- Planning and Control
- Multitasking capabilities

## Profile

Versatile team player eager to contribute a strong finance and accounting background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

## WORK EXPERIENCE

### Bahrain Aluminum Extrusion Co. (BALEXCO)

#### Accountant - Finance Department

APR 2014 - JUN 2021

- Expertly handle vast array of financial reporting and accounting functions, including bank reconciliations, various treasury functions including liaison with banks and cash flow management (monitored daily cash position).
- Participate in month end closing process.
- Monitor and support taxation requirements.
- Produce spreadsheets to support financial transactions and analysis of various expenses.
- Prepare monthly journal entries and adjusted as needed.
- Proficiently manage full cycle of account payable and play a key role in the company by maintaining the highest possible credit rating with vendors.
- Responsible for accounts receivable activities which include procession and posting payments received by checks or online form, prepare deposit.
- Develop Client invoices and Financial Reports, petty cash, prepaid accounts and code.

### Behbehani Brothers W.L.L

#### Sales Coordinator – JDS Showroom

JAN 2014 - APR 2014

- Coordinate sales team by managing schedules, filing important documents by keeping all active sales files available digitally and in hard copy form, updating car Shipment file and prepare traffic form for the cars sold.
- Respond to complaints from customers and give after-sales support when requested.
- Ensure the inventory of custom sales presentation materials such as brochures and presentation folders is always up to date.

### Bahrain Petroleum Company (BAPCO)

#### Trainee (Accountant) - Finance Department

JUL 2012 - AUG 2012

- Processing of Local and foreign purchases invoices in EMPAC system.
- Creating suppliers codes in EMPAC and ORACLE systems.
- Processing of month end materials and other miscellaneous accrual
- Various payable and inventory accounts analysis and reconciliation.

## EDUCATION

JUN 202

Level 6 Diploma in Trading and Financial  
Financial Market Analysis

**The London Institute of Banking & Finance**

2007-2012

Bachelor In Accounting  
**University Of Bahrain**