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Mohammed Jaffar Al Abd Rab Al Rasool

Personal Information

- Marital Status: Married
- Nationality: Saudi
- Date Of Birth: 20/10/1988
- Health Status: Special Needs / HANDI CAPPED
- Current Address: Eastern Region

Objective

Looking to join a professional Organization which I can invest my knowledge, skills & experience to achieve the organization goals and to add new experience to me.

Education & Training Courses

- **Diploma of Accounting From Technical College**
- English course from Wall Street Institute From 07/08/2016 Till 27/04/2017
- Call Center Skills from 03/06/2014 Till 21/03/2015
- English course from Al Khaleej Institute From 31/03/2012 Till 11/06/2012
- English course from Al Andalos Institute from 06/07/2009 Till 09/08/2009

Professional

- Accountant & Finance & collect-Babcock Borsig Services co

Experience

- **Banking Actives**
- **Book Transactions for Accounts**
- **Payments Transfers , Cheques**
- **Payments Documentations**
- **Prepaid the Cheques & Transfers**
- **Invoices Documentation**
- **Checking the Invoices/ Submit the Documents/filling**
- Accountant Training – Mohammd Al Mojel Company
- Data Entry – Oriental Shipping Company.
- **From 01/08/2011 Till 31/05/2014**
- Reception – Al Osais Company.
- **From 03/09/2014 Till 31/05/2015**

Languages

- **Arabic: Mother Languages**
- **English: good**

Skills

- **Time Management**
- **MS Office Used + SAP PROGRAM + oracle Program**
- **Work Under Pressure**
- **Secretarial Skills**