

## **Curriculum Vitae**

### **PERSONAL DETAILS:-**

- Name: SAEED Rajab Mahmood.
- Date of birth: 12/01/1981.
- Nationality: Bahraini.
- CPR: 810114496.
- Marital status: Married.
- Tel: 36649576
- E-mail: saeedrjb@Hotmail.com.

### **EDUCATION&QUALIFICATION:-**

- Bachelor Degree in Commerce (Major Accounting)
- From: AIN-SHAMS UNIVERSITY – CAIRO – EGYPT.
- Attended from – to: SEP 1998 – NOV 2002.

### **WORK EXPERIENCE:-**

#### **1- From: MAR 2011 to: SEP 2015**

#### **EL SAYED EL AYOUTY & CO.**

**(CERTIFIED PUBLIC ACCOUNTANTS) – BAHRAIN.**

**Acting as an External Auditor doing the following tasks:-**

- Engaged in the external audit of WLLs, Single person companies, and Individual establishment and I have performed following tasks in this regard.
- Doing the audit of income, expenses, assets, capital and liabilities stated in the financial statements.
- Preparation of financial statements from source documents entering the data in accounting systems.

**2- From: MAY 2006 to: MAY 2010**

**M.A.AL SAEED GROUP TRD. & INDUST.**

**www.alsaeed.com.sa**

**(Home Appliances, Electronics, Spar parts) – BAHRAIN.**

**Acting as a branch accountant in Bahrain doing the following tasks:-**

- Management of all account receivables with credit department as well as managing all account payables.
- Preparing & finishing all purchases procedures in accordance with purchasing department.
- Controlling all cash outflows procedures to void any theft or fraud chances in according to G.A.A.P.
- Preparing periodic reports for performance appraisal of the company from time to time.
- Sharing also the auditing committee all advised proposals that are necessary to improve the company's performance & that are essential to ensure the adherence to the company's policies by all staff members.

**3 - From: FEB 2003 to: FEB 2006**

**H Y C A CERTIFED ACCOUNTANTS - HANY FAROQ**

**(CERTIFIED PUBLIC ACCOUNTANTS) – EGYPT.**

**Acting as an Auditor at the Audit Division & Tax Division doing the following tasks:-**

- Auditing an annual financial statements of Various Kind Of Companies Such As:  
Commercial Companies, Construction Companies, Petroleum Companies, Manufacturing Companies and Securities Companies.

**Courses:**

- Attending the IFRS Approach Courses.
- Attending The ISO 27001:2005 serious foundation Course.
- Attending Presentation Skills Training Course.
- Attending Introduction to BDO Audit Software Tools
- Attending the Deloitte Touch Tohmatsu International Audit Approach Courses.
- Attending the Tax Authority Courses for Corporate Tax.

**Certificates:**

- - I have been registered in the Bahraini Ministry of Justice as an expert accounting and I am still waiting to interview the Minister of Justice for the oath.

**Memberships:**

- -Member in Bahrain Accountants Association.