

Abbas Alrabei

Nationality: Bahraini • Date of birth: 9th September 1980

Contact

Tel : +973 36199920

e-mail : abbasms80@gmail.com

Address

Villa 3219 Road 5770 Bu Quwah 456 – Kingdom of Bahrain

Profile

Profile Motivated, dedicated and meticulous individual with a wide range of skills and knowledge in telecommunications, banking, auditing, and business fields. This has been achieved throughout my outstanding outcome in the college degrees and a successful 13-years track record in the industry in Bahrain, Oman and Qatar. Demonstrated history of producing accurate and timely results.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

Objective To provide value added expertise and determination to make challenges happen through exemplified leadership. The expertise and skills that I build, constantly magnifies my abilities to be an achiever and set examples whereby I strive to take my level to new heights. My mission has always coupled commitments and perseverance with nothing short of excellence.

Education

- | | |
|-------------|---|
| 2007 | Certified Public Accountant (CPA)
American Institute of Chartered Public Accountants
New Hampshire Board of Accountancy, USA |
| 2003 | Bachelor of Science in Accounting
University of Bahrain |

Work Experience

Alatheer Business Gate (ABG) – Bahrain – January 2017 – Present

Director

Consultancy and Accounting services

Alatheer Business Gate (ABG) – Oman and Bahrain – October 2014 – December 2016

Audit Manager

- Preparation of feasibility studies.
- External Audit assignments
- Review of policies, procedures and other clients' deliverables.
- Other assignments:
 - Compliance review for Group of companies in State of Qatar
 - Conducted the assignments in the capacity of expert accountant advisor assigned by the court of law in kingdom of Bahrain.
- Business Development and office admin management.

Nuetel Communications, Bahrain - January 2010 - September 2014

Chief Financial Officer

- Managing 7 Staff
- Preparation of the annual budget.
- Preparation of quarterly Financial Statements along with notes.
- Preparing regular cash flow forecasts to manage liquidity requirements.
- Managing the company procurements.
- Liaising with auditors to ensure annual audit & quarterly review are carried out.
- Preparing monthly Management Accounts with notes to management.
- Developing systems and controls to ensure accuracy in accounting data.
- Reviewing the accounting records for completeness and accuracy.
- Reviewing bank account reconciliation to ensure accuracy and controls in place.
- Point of contact with TRA.

First Leasing Bank BSC - February 2008 - January 2010

Assistant Manager – Finance Department

- Preparation of Monthly Management Accounts.
- Overseeing reconciliations are done properly on agreed frequency.
- Overseeing period end closing, and making sure all entries have been posted.
- Overseeing fixed assets reconciliation, lease income reconciliation and coordinating with auditors.
- Ensuring all income accrued timely and accurately.
- Overseeing daily accounts tasks, involving preparing payments, depositing rentals, and transferring funds between accounts as per cash flow requirements.
- Coordinating and reporting petty cash on a monthly basis.
- Ensuring transactions are recorded accurately.
- Rental Process overall responsibility.
- Managing the liquidity and the cash position of the bank.
- Overseeing the General Ledger of the bank and reviewing all the necessary reconciliations between main ledger, sub-ledger and the operation system.
- Liaise with internal & external auditors.
- Work on ad-hoc projects aimed at improving the overall accounting process.
- Cooperate with other departments & deliver required reports which facilitate there work.

Economic Development Board - November 2005– January 2008

Senior Accountant

- Ensure that the EDB's Accounts are maintained properly in strict of the IAS.
- Prepare financial statements & budget reports for internal management.
- Ensure that adequate internal control procedures are in place in the EDB.
- In charge for the full implementation of the new accounting system (GP) and changing the old system "MCA". Including preparation chart of accounts and data migration, customizing reports to be in line with management needs, preparing "LPOs, Cheques, PVs...est." and supervising the reconciliations between the old system and the GP system during the parallel run period.
- Follow up with the GP system to insure the stabilization during the life period.
- Supervise other support staff and reviewing their work.
- Reconcile all the EDB's accounts.
- Corresponding with the ministry of finance regarding budget's consumption.
- Liaise with the external auditor.
- Perform miscellaneous job-related duties as assigned from time to time.

BDO JawadHabib & Co. (August 2003 – October 2005)

Senior Auditor

- Performing audit and review tasks and being Part of the auditing team for different engagements which include government sectors and other different privet companies.
- Auditing and reviewing many of the Arabic related clients and financial statements.
- Key team member in the performance evaluation task conducted for the Pension Fund Commission.
- Performing many tasks of combination and financial position.
- Responsible for performing all of the aspects of the audit "i.e. Planning, Sampling, testing, & preparation of the financial statements" for many engagements including government entities, industrial companies, and other commercial companies.
- Supervising the audit team in certain engagements.
- Engaged in special assignments such as Internal audits, Investigations & due diligence.

COURSES AND TRAINING

- Updates of IFRS, April 2009.
- Introduction to Foreign Exchange, February 2009.
- Challenges of Implementing Pillar 2 & 3 of Basel II, November 2008
- Anti Money Laundering, July 2008.
- GP Training Course during the month of April 2007 covering several models:
 - General Ledger.
 - Purchasing order.
 - Sales.
 - Cash management.
 - Bank Reconciliation
 - Others
- Attending several discussion courses for the IAS and IFRS during the year 2004 and 2005.

Activities and Interests

- | | |
|-----------|---------------------------|
| ➤ Reading | ➤ Technology and Internet |
| ➤ Sports | ➤ Traveling. |

References

Provided upon request