



Salman Khalid Al Mahmood | Acting Head Project and Assets

Nationality: Bahrain

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PROFESSIONAL PROFILE

Bachelor's in accounting with over 10 years of experience in government sector. Possess strong communication skills in both Arabic and English written and verbal. My core competencies include financial accounting, management accounting, tax, financial analysis, strategic management, Organizational skills and Fintech.

Due to my contributions and high level of management performance, I committed to delivering high-quality financial reporting and analysis to support informed decision-making.

CORE SKILLS

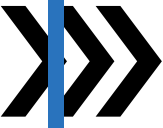
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|----------------------|-----------------------|-----------------------|
| Project Manager | Account Payable | SAP System |
| VAT | Financial Accounting | Organizational skills |
| Strategic Management | Tax Return | Microsoft Excel |
| Microsoft Office | Communication | Financial Analysis |
| Fintech | Management Accounting | |

EXPERIENCE

Electricity & Water Authority (EWA)

Acting Head Project and Assets Section (February 2022 – Until Now)

- Ensure accurate tracking and management of retention accruals.
- Contribute to tasks required by employees, provide opinions, and prepare drafts for any updates related to authority operations.
- Responsible for developing, executing, and overseeing financial and accounting transactions. Supervise the preparation of journal entries and accounting records within the SAP system.

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- Supervise the general department team and ensure to evaluate their contribution for the strategic objective for the department.
 - Prepare responses and comments to the Ministry of Finance and National Economy's observations, and ensure timely and appropriate follow-up actions.
 - Oversee the maintenance and accuracy of fixed assets master data.
 - Develop and maintain fixed asset capitalization policies and procedures.
 - Preparing financial reports.
 - Address vendor inquiries and resolve payment disputes.
 - Ensure compliance with tax regulations.

SR Accountant (January 2020 - February 2022)

- Process invoices and verify the accuracy of information.
- Obtaining necessary approvals for payments, based on established policies and procedures.
- Prepare a detailed certificate outlining the asset or expense being capitalized, the amount, and the justification.
- Record the capitalization in the accounting system.
- Calculate the retention amount based on contractual terms.

Accountant (January 2014 - January 2020)

- Process invoices and verify the accuracy of information.
- Documents financial transaction.
- Assist other accounting staff to prepare financial statements.
- Provide accounting and clerical support to other employees.



Bahrain Islamic Bank (BISB)

Customer Support Specialist (May 2013 – January 2014)

- Respond promptly and professionally to customer inquiries via phone, email, chat, or social media.
- Troubleshoot and resolve customer issues related to products, services, or billing.
- Maintain a deep understanding of company products and services to provide accurate information and solutions.
- Document customer interactions and resolutions in a clear and concise manner.
- Participate in training programs to stay updated on product features, company policies, and customer service best practices.

Gulf Hotel Bahrain

Client Services Representative (July 2012 – September 2012)

- Manage reservations and modifications.
- Resolve guest inquiries and complaints promptly and professionally.
- Provide personalized assistance with guest requests, such as arranging transportation, making reservations, and offering recommendations.
- Have a deep understanding of the local area and be able to provide information on attractions, events, and activities.
- Resolve guest issues or complaints in a timely and satisfactory manner.
- Adhere to the hotel's standards of professionalism and appearance.
- Collaborate with other staff members to provide a seamless guest experience.
- Maintain a positive and friendly attitude towards guests.

Gulf Petrochemical Industries Company (GPIC)



Payable Accountant Trainee (August 2011 - September 2011)

- Input vendor invoices and other relevant financial data into the accounting system.
- Review invoices for accuracy, completeness, and authorization.
- Update vendor information and maintain vendor files.
- Match invoices, purchase orders, and receiving reports to ensure accuracy.
- Assist with the preparation and processing of vendor payments.

University of Bahrain (UOB)

Bookkeeper (May 2009 – November 2012)

- Recording all financial transactions
- Tracking cash receipts and disbursements.
- Filing financial documents.
- Assisting with budgeting and financial planning.

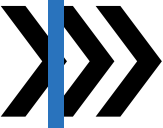
Gudaibiya Building Construction (GBC)

Accountant (July 2006 - August 2007)

- Processing vendor invoices and making payments.
- Preparing and issuing invoices to clients.
- Following up on outstanding invoices to ensure timely payment.
- Monitoring project costs and identifying areas for cost savings.
- Developing and managing project budgets, including estimating costs for materials, labor, equipment, and overhead.
- Assisting with financial audits conducted by external auditors.

EDUCATION

- Benna Program - Institute of Public Administration (2019).
- Taasees Program – Institute of Public Administration (2017).
- MS Access Level (Advance) – Electricity & Water Authority (2017).

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- APTIS BC Commercial – British Council (2016).
 - Bachelors in accounting - University of Bahrain (2012).
 - Secondary certificate - business - School of Business Muharraq Secondary Boys School - Cumulative average of 90.2 (2008).

AWARDS

- SRF BTEC level 5 Professional Award (2018).
- First Entrepreneurs Forum – Ministry of Youth and Spots Affairs (2016).
- Level 2 English for Business Communication EBC – City & Guilds (2016).
- Mashroo3i - Youth Business Plan Competition – Tamkeen (2016).
- Festival Ta-Al shabbab–Bahrain Culture & Antiquities Authority (2015).
- ESOL international – City & Guilds (2015).
- Health campaign for University of Bahrain (2012).
- Forum for human rights the second Commercial Arbitration (2009).
- Festival greener Bahrain (2008).
- Bahrain Quality Society in benchmarking and best practices - the way to the continuation of Excellence (2007).

ACHIEVEMENTS

Electricity & Water Authority (EWA)

- Documentation project – establish a documentation system that ensures efficient access, organization, and retrieval of project-related documents.
- Invoice monitor project - Develop an invoice management system that provides real-time visibility into the status of each invoice throughout its lifecycle. The system should track the responsible party, invoice status, and all relevant communication and updates.