



MALEK MOHAMMED HIBAH PROFILE

Education & Qualification:

2000 – 2001 Hodeidah University, Hodeidah – Yemen

Bachelor Degree Accounting.

1994 – 1995

thowrah School, Sana'a Street, Hodeidah-
Yemen

G.C.E.

Work Experience:

A-

01th JAN 2014 – 17th JUNE 2018 NATIONAL PAN KINGDOM
CONSTRUCTION CO.(NPK) -JEDDAH

Post- Cost Accountant

1th June 2009-01/01/2014 NATIONAL PAN KINGDOM
CONSTRUCTION CO.(NPK) -JEDDAH

Post – General Accounts In Charge.

1th June 2007 – 01/06/2009 NATIONAL PAN KINGDOM
CONSTRUCTION CO.(NPK) -JEDDAH

Post – Cashier in site of projects in south sector

B-

01/01/2003 to 20/12/2003 SOICL FUND DEVELOPMENT

Post – SINOR ACCOUNTANT

C-

2002 – 2003 –HAYEL SAEED ANAM GROUP

Post –SALE DEPARTMENT AUDIT

ADDRESS:

BANI MALEK AREA, Jeddah, KSA.
012/JED

CONTACT:

00966-567859353
MALEK7822@yahoo.com

DATE OF BIRTH:

01.01.1974

LANGUAGES

-Arabic language (level V)

SOFTWARE SKILLS

- Preparing Worksheet in Excel program.
-MICROSOFT OFFICE SOFTWARE.

PERSNONALTY

I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

SKILLS

- Communication.
- Ability to Work Under Pressure.
- Ability to manage accounts team.
- Analysis of Financial statements
- Leadership.and persuasion
- work as one team
- Ability to gain respect for others
- Ability to solve problems and participate in solving them

HOBBIES

- Reading.
- Exercise of playing football Sport.
- Painting & Calligraphy.
- Internet Explorer

COURSES & TRAINING

- Specialize course in software of Accounting Programing (Yemen soft co.)
- Accounting Department course at HayelSaeedAnam Group.
- Research in Future of Stock exchange from Accounting perspective.
- Participation in the data inventory (statistical system).
- Accountant and coordinator of courses in the field of (sustainable development)
- Accountant and responsible for training courses for civil society.
- Courses in computer programs – windows, word, excel.

REFERENCE

- Abdul Fattah Mohammed ,chief accountant of October Construction Co. Jeddah, KSA. Mobile **0532301779**
- Ahmed Taha ,Head of Internal Audit of National Pan Construction Co. (NPK),Jeddah, KSA. Mobile No.**056567625001**