



Kawthar Ferdos Ayagh

Date of birth: 3 Jan 1992

Nationality: Iranian (wife of Kuwaiti citizen)

Status: Married

Mobile: 55511509

Email: kawthar.f92@hotmail.com

Education

The Public Authority for Applies Education and training

- Secretariat and office Management works 2014, GPA 3.72

Arab open University, Kuwait

- Bachelor's in Business Administration Program (Accounting) 2019, GPA 3.4

Experience

From May 2013– July 2017

Executive Secretaries • Q8 Capital Investment

- Handling board & Executive committee meetings:
- Fixing the meetings dates
- Preparing the agenda
- Preparing reports & files
- Typing the minutes.
- Taking actions after the meetings.
- Dealing with Board Members relating to all Board matters.
- Handling the company general assembly meetings.

From Aug 2017– Jan 2020

Senior Operation Officer • Q8 Securities

- Checking Q8 Pro (Operation program)
- Opening new users for Q8 Pro (Operation program)
- Shares Transfer procedure.
- Opening portfolio procedure.
- Examining bank statements and reconciling them with general ledger entries.
- Monitor incoming payments from accounts receivable and outgoing payments from Account payable.
- Prepare accounting transactions.
- Handle monthly, quarterly and annual closing.
- Reconcile account payable and receivable.
- Ensure timely bank payments

From Feb 2020 – Till Date

Junior Accountant • Amar Holding Company

- Financial Data Entry and Record Keeping
- Accurately input financial data into accounting systems.
- Maintain and update financial records, ledgers, and journals.
- Accounts Payable and Receivable.
- Process invoices, payments, and receipts.
- Reconcile accounts and resolve discrepancies.
- Bank Reconciliation.
- Perform monthly bank reconciliations.
- Monitor cash flow and report any irregularities
- Support the preparation of financial statements, balance sheets, and income statements.
- Assist in the preparation of monthly, quarterly, and annual reports.
- Provide Support to senior Accountants and finance managers as needed.

All Other regular work:

- Arranging appointments for the managers.
- Arranging Meetings.
- Typing minutes of meetings.
- Handling incoming & outgoing correspondence.
- Typing outgoing letters & Internal Memorandum's.
- Filing.