



M ASSIAD MIDANI

E: assiadalmidani@gmail.com

P: +971 554731955

A: Dubai, UAE

EDUCATION

Arab International University-
Faculty of Informatics and
Communication Engineering

Damascus, 2019

HOBBIES AND INTERESTS

- Interesting in developing myself personally.
- Reading.
- Social Hobbies

LANGUAGES

- Arabic (Native)
- English

SUMMARY

Experienced, detail-oriented money transfer agent qualified in facilitating the transfer of funds between clients while ensuring the security and accuracy of the transactions. Looking for areas where improvements can be made.

Seeking a position that offers an immediate challenge, career opportunity, and advancement.

SUMMARY OF QUALIFICATIONS

- Understanding of financial transactions, including the process of moving money across borders, exchange rates.
- Familiar with accounting and bookkeeping principles.
- Ability to answer calls professionally with excellent verbal communication skills.
- Vast experience in high volume Accounts Payable environment.
- Remaining calm under stressful situations with ability to prioritize and multitask.
- Strong organizational and analytical skills
- Exceptional organizational and office management skills.
- Data entry with fast typing skills with 70 wpm.
- Broad knowledge in MS Office software (Word, Excel, PowerPoint, Outlook, etc.) and computer operating systems and proficient keyboard skills.

WORK EXPERIENCE

Hawala agent accountant 2020 – 2022 (2 years)

Kanz Al Sultan General Trading, Dubai, UAE

Responsibilities:

- Processing transactions and maintain the records.
 - Reconcile accounts payable and receivable.
-

PROFESSIONAL SKILLS

- Outstanding communication skills
 - Honest and reliable
 - Responsive to complex situations
 - Technology skills: using a variety of financial software and tools to manage transactions.
 - Attention to detail.
 - Experience with ERP accounting software.
-

- Audit financial transactions and documents
- Follow up on Receivables Filling, Reporting to GM.
- Issuing invoice.
- Managing end-to-end process of the Receivables, from Sales to receivables, which involves verifying the invoices accounted, price verifications, reconciliation, ageing & collection.
- Support operations, HR & admin in relation to finance and accounts.
- Initiate online transfers using (Smart business, CBD).
- Logistics operations with efficient handling of mirsal 2 declaration for import and export shipments.

Hawala agent accountant 2022 – Present (< 1 year)

Tareeq Roma General Trading, Dubai, UAE

Responsibilities:

- Follow up clients for their payment and arrange collection.
- Processing transactions and maintain the records.
- Preparing and recording of check and cash payments to suppliers. Monitor and maintains daily record of check issuance and bank monthly dues.
- Handling customer inquiries.
- Monitoring account balances, reconciling transactions, and managing cash deposits.
- Ensuring customer satisfaction.
- Responsible for generating and sending statement of accounts to clients and entertaining their queries in relation to their balances.