

# Allam Handouqa

## Accountant & Administrative Assistant



### CONTACT DETAILS

**Email:** allamhandouqa@gmail.com

**Mobile:** 0509916163

**Location:** Dubai , UAE



### PERSONAL INFORMATION

**YOB:** 1995

**Languages:**

Arabic: Native

English: Good

**Hobbies:**

Watching Movies.



### CAREER OBJECTIVE

Looking for a challenging role in accounts, where my knowledge and skills can make a significant impact on the growth of the business.



### ACADEMIC BACKGROUND

- **Bachelor Of Accounting**

Al-Quds Open University 2023

Gaza, Palestine

- **Bachelor Of Law**

Ummah University 2018

Gaza, Palestine.



### WORK EXPERIENCE

- **General Accountant**

**At Al-Ahlia Group Office for Accounting & Auditing**  
**Jan 2018 To Dec 2022**

- Enter Invoices.
- Journal and ledger entries.
- Preparing monthly financial reports for companies.
- Inspected account books and recorded transactions.
- Prepared accounts payables and receivables for companies.
- Provide assistance with balance sheets, tax calculations, and financial statement information.



### ACCOUNTING & COMPUTER

- General Ledger
- Income Tax
- Preparing Budgets
- MS Office
- QuickBooks Desktop & Online
- Preparing and reviewing invoices
- Computer typing speed
- Strong Communication