

Allam Handouqa

Accountant & Administrative Assistant



CONTACT DETAILS

Mobile: 0509916163

Email: allamhandouqa@gmail.com

Location: Dubai, UAE

LinkedIn: allamhandouqa



PERSONAL INFORMATION

Nationality: Palestinian

Marital Status: Single

Birth Date: 07/09/1995

Driving License: Yes

Languages: Arabic - English

Hobbies:

Reading

Learning on Tally ERP, Xero

Watch educational courses

Video Games

Watch 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 (Very Good)

Gaza, Palestine

- **Bachelor Of Law**

Ummah University 2018 (Good)

Gaza, Palestine.



WORK EXPERIENCE

- **General Accountant**

At Al-Ahlia Group Office for Accounting & Auditing
Jan 2019 To Jun 2022

- Enter Sales Invoices and purchases Bills For companies.
- Preparing monthly financial reports for companies.
- Review the tax authority to complete legal matters for companies.
- Provide assistance with balance sheets.
- Follow-up inventory items and make a periodic inventory of companies.



ACCOUNTING & COMPUTER SKILLS

- Preparing The Vat and Income Tax
- Preparing balance sheets
- Preparing and reviewing invoices
- MS Office (Word, Excel)
- QuickBooks Desktop & Online
- Computer typing speed (Arabic, English)
- Strong Communication