

Amjad Hamzah

Accountant

United Arab Emirates, Abu Dhabi

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To secure a promising offers both a challenge and a good opportunity for growth. I am writing to give total support the order to achieve the company's goals and create mutual benefits.

Seeking a position where I can improve my skills and gain experience.

Work Experience

Manager

Medical center abo ezam - Baghdad,Iraq

February 2022 to June 2023

1. Team guidance.
2. Financial and resource planning.
3. Development and innovation.
4. Managing daily operations.
5. Markiting and public relations.

Accountant

Medical center abo ezam - Baghdad,Iraq

March 2021 to February 2022

1. Generate financial reports.
2. Analysing financial data related to revenue expenses,profit and losses.
3. Managing accounts payable and receivable and monitoring depts and claims.
4. Providing financial advice and planning for the owners of the medical center.

Accountant

Olives press(jabal al-zaytone) - Swaida,Syria

November 2019 to January 2021

1. Preparing reports.
2. Record all the financial operations.
3. Daily inventory count.
4. Resolving customer's complaints.
5. Monitoring employees attendance , salaries, deductions.

Accountant Assistant

Contract company (Hamzah) - Swaida,Syria

January 2015 to October 2019

- 1-Prepare and analyse financial statements such a balance sheet and income statement.
- 2-Record a daily and annual financial operations.
- 3-Monthly end and yearly end closing.

Education

Bachelor's degree in Banking and insurance

Damascus university - Syria

August 2014 to October 2020

Certificate in Comprehensive bank

Al-Souroji group

March 2018 to June 2018

Diploma in NLP

Acadima

March 2017 to June 2017

Skills

- Accounts Payable
- Accounts Receivable
- Account Reconciliation
- Financial Report Writing
- Public Relations
- Bank Reconciliation
- Accounting
- Journal Entries
- Management
- Office Management
- General Ledger Accounting

Languages

- Arabic - Fluent
- English - Intermediate