



# Abdullah Hasan

Accountant, Digital marketing

## CONTACT ME

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## ABOUT ME

I am a general accountant with 13 years experience in Egypt and gulf countries. Also I have high skills in digital marketing and graphic design.

I am seeking for a job opportunity by which my skills would be employed and further enhanced.

## WORKING SKILLS

- Experienced in different ERP systems.
- Good use of Internet benefits (Search, studies, sourcing...etc.).
- Highly skilled in managing Facebook marketing campaigns.
- Highly skilled in marketing content writing.
- Excellent in using Adobe Photoshop and Adobe illustrator for social media designs.

## EDUCATION

- 2007, Accounting bachelor, English section, Faculty of Commerce, Alexandria University. General grade: Good (74%).
- Marketing comprehensive diploma from EasyT.
- Integrated training program for e-marketing and e-commerce.
- ICDL Certificate – Version 4

## EXPERIENCE

### ACCOUNTANT & DIGITAL MARKETER

Al-Madinah dental center, Egypt

July 2021 / August 2023

- Perform day to day processing of accounts transactions.
- Perform weekly and monthly accounting reports.
- Managing Facebook marketing campaigns.
- Content writing for marketing campaigns.
- Designing social media ads using Adobe Photoshop and Adobe illustrator.

### ACCOUNTANT

FAZ Company for security systems, Egypt

October 2019 / May 2021

- Compile and analyze financial information to prepare entries to accounts and subsequent steps in the accounting cycle.
- Perform day to day processing of accounts transactions.
- Perform monthly accounting reports.
- Other tasks related to the accounting & finance process.

### PROCUREMENT OFFICER

Al-Madinah dental center, Egypt

January 2017 / October 2019

- Preparing plans for the purchase of dental supplies.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.

## LANGUAGE SKILLS

- Arabic: Mother tongue.
- English: Excellent written and spoken.

## PERSONAL SKILLS

- Excellent communication skills.
- Cooperation with team work members.
- Good time management skills.
- Problem solving skills.
- Ability to work under pressure.
- Willing to learn, give and grow.

## ACCOUNTANT

Manea Company for trading home appliances, Riyadh, KSA

May 2010 / October 2016

- Make necessary journal entries to set accounts related to Maintenance center activities.
- Make necessary journal entries to set accounts related to Air conditioners installation department activities.
- Deal directly with external contracting companies which providing Air conditioners installation service to our company by receiving statements of claims, auditing its contents, processing information and finally making necessary journal entries to credit the suppliers accounts.
- Make daily accounting report and sending to auditing department.
- Work as an assistant in a team to prepare quarterly and annual financial statements and reports.

## ACCOUNTANT

TAB Engineering Co., Doha – Qatar.

October 2007 / May 2008

- Compile and analyze financial information to prepare entries to accounts and subsequent steps in the accounting cycle.
- Analyze revenue and expenditure trends to help financial management in Budgeting.
- Work as an assistant in a team to prepare quarterly and annual financial statements and reports.
- Perform day to day processing of accounts transactions.

