

# HAZEM NASSER



## Personal

- Address**  
Abu shagara  
Sharjah, UAE
- Phone number**  
055 4377860
- Email**  
hazzimnasser@gmail.com
- Date of birth**  
15-10-1997
- Nationality**  
Egyption

## Interests

- Reading
- Exercising
- Travelling

## Languages

- English
- Arabic

## Work experience

### Accountant assistant/ warehouse keeper.

Nov 2022 - Present

[Al mutaz ceramics & BLDG MAT TR LLC, Sharjah](#)

-Invoicing , petty cash liquidation, daily sales reports. Financial transactions inputting in the system.

-Using excel to monitor the transactions of the inventory, keep records for each item and make reconciliation for any discrepancies between the system records and the excel.

( Vlookup - pivot tables ..Etc)

-Making physical counts, regularly.

- Checking & Maintain records of all warehouse activities, including incoming and outgoing shipments, inventory levels, and damaged goods.

-preparing the proper documents to maintain an accurate documentation cycle and records.

### Fornt desk / accountant

Mar 2021 - Jun 2022

[Ayadi medical center., Egypt](#)

- Handling the daily cash transactions.

- responsible for all the company purchases.

- keeping a statement for each client covering all his expenses during the stay period .

- Responsible for the collection of payments and following with the clients through phone , email etc.

## Education and Qualifications

### Bachelor of commerce, English section

Sep 2016 - Jul 2020

[Kafr al shekh University, Kafr al shekh](#)

Business Administration and Accounting.

## Skills

- Word
- Excel
- Accounting software
- Emailing