



Location: Abu Dhabi
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Sultan Ahmed Sultan Ahmed

Accounts / Administration / Purchaser

Carrer objective

Hello I applied for the job based on my experience in financial accounting, warehouse management, secretarial work, etc., fast learning and flexible experience in customer services I have the ability to persuade to take responsibility. I hope to get your confidence Thanks

❖ Experience

<u>Company</u>	<u>Position</u>	<u>Date</u>	<u>Details</u>
▪ AD Printing & Publishing	Assistant Accountant	<u>2022-2024</u>	<u>ERP</u>
▪ Pakc zone Gifts	Administration	<u>2021-2022</u>	<u>Tally</u>
▪ Al Yasmin Interior Design	Accountant	<u>2019-202</u>	<u>Excell</u>
▪ Tyer plus	Accountant		<u>Smacc</u>

✓ Skills

- Taly ERP system
- MS Office
- Smacc System
- QuickBooks ERP system
- UAE Portal
- Preparing reports separately.
- Good Command in Portal (UAE).
- Finding and addressing any discrepancy in accounting.
- Maintaining & updating records of LPO Pricing & Inventory.
- Keeping account book & system up to date.

✓ Personal Skills

- Time Management: Skill in prioritizing tasks and meeting deadlines
- Problem-solving: Capability to identify issues and find practical solutions.
- Adaptability: Flexibility to adjust to changing situations and environments.
- Leadership: Capacity to guide and motivate others towards shared objectives

✓ Customer before

- ❖ Mubadal
- ❖ Masdar
- ❖ AD Early Childhood
- ❖ Ethara

✓ Information

- **Nationality:** Egyptian
- **Visa:** Cancel
- **Language:** Arabic (English very good)
- **Education:** Commercial Diploma

✓ Gental reminder

- Today, the Passport Authority reported that my violations were forgiven until November 2024, which means I am still safe.