

# HAZEM NASSER



## Personal

- Address**  
Abu shagara  
Sharjah
- Phone number**  
+971554377860
- Email**  
hazzim.nasser@gmail.com
- Date of birth**  
15-10-1997
- Nationality**  
Egyptian
- Driving license**  
UAE Driving licence

## Languages

- English
- Arabic

Business Administration graduate with a solid background in accounting and customer care. Skilled in communication and negotiation in both Arabic and English, with a proven ability to connect with people and provide exceptional support. Passionate about sales, with a talent for building strong relationships and driving results. Enjoys interacting with and helping others, creating positive experiences that foster loyalty and trust.

## Work experience

### Warehouse in charge Nov 2022 - Dec 2024

Al Mutaz ceramics and building materials LLC, Sharjah, UAE

I used exel and an accounting software to do the following.

- Inventory Management:  
Keeping track of stock levels.  
Ensuring the accuracy of inventory records.  
Conducting regular stock audits.
- Logistics Coordination:  
Coordinating the receipt and dispatch of goods.  
Scheduling deliveries and pickups.  
Ensuring timely shipments to meet customer demands.
- Team Supervision:  
Managing warehouse staff (e.g., pickers, packers, and loaders).  
Assigning tasks and ensuring work is completed efficiently.
- Space Optimization:  
Organizing the layout of the warehouse for maximum efficiency.  
Ensuring goods are stored safely and logically.
- Documentation and Reporting:  
Maintaining records of incoming and outgoing goods.
- Preparing reports on stock levels, damaged goods, and delivery statuses.
- Problem Solving:  
Addressing issues such as delayed shipments, inventory discrepancies, or equipment breakdowns

### Accountant/front desk 2020 - 2022

Ayady Medical center, Egypt

- Financial Transactions:  
Recording and tracking expenses, sales, and income.  
Processing invoices, payments, and payroll.
- Budget Management:  
Preparing budgets and monitoring expenditures.  
Advising on cost-saving measures
- Customer Service:  
Greeting and assisting visitors.  
Answering phone calls, emails, and inquiries.
- Appointment Management:  
Scheduling meetings and managing calendars.  
Coordinating with other departments for appointments.
- Administrative Support:  
Handling mail, filing, and organizing office supplies.  
Managing records and data entry tasks.

● Point of Contact:

Communicating messages between clients and internal staff.

Addressing customer complaints or redirecting them to the appropriate person.

---

## Education and Qualifications

**Bachelor of commerce English section**

2017 - 2020

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

I have studied accounting and business administration. In the English section.

---

## Skills

Excl	<div><div></div><div></div><div></div><div></div><div></div></div>
Word	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Emailing	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Communication skills	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Problem solving	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Multi tasking	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>