



## ***Hanna Ghassan Haddad***

*Accountant , with more than 5 years experience in various fields*

*United Arab Emirates*

*Dubai*

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More than 5 years experience in the following positions:

- Current job , Accountant Receivables, government services
- 1 month as procurement and inventory manager , food industry.
- 2 years and 3 months in contracting and trading company, Management Accountant.
- 1 year in hospital, responsible for three positions, emergency, insurance, main treasury accountant.

Willing to relocate: Anywhere

### **Work Experience**

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#### **Accountant Receivables**

On Time Group - Dubai

September 2020 to Present

As an Accountant receivables these are some of my responsibilities :

- Record sales invoices for more than 15 branches which include the government fees and the gross profit , cash and credit card settlement.
- Observing and matching the amounts and prices between the Point Of Sales program and Alpha Pro accounting system.
- Bank statements and reconciliation.
- Tracking credit involves and make a receipts for the one we received in our bank accounts.
- Adjusting the sales reports when it's needed

- Fund and money transfer between bank accounts.
- Discount and loyalty cashback.
- Typist commission
- Allocating deposits money from the sales
- Approving for payments and distribute the fund between the bank accounts .
- Recharging E-Dirham cards and noqodi
- Employees mistakes and staffs advance

### **Procurement and inventory manager**

Nova sweets & cafe - Abo Dhabi / Al Ain

July 2020 to August 2020

(2 months)

Nova sweets & cafe has more than 4 branches around United Arab Emirates.

Responsibilities:

- purchasing orders.
- reconciliation with vendors and suppliers.
- store flow and tracking raw materials and packaging items.
- provide the central kitchen with the needed materials.
- receive requisitions from branches and provide them with the products they need.
- petty cash.
- vendors payments.
- observe and collect the pull outs products from the branches.
- preventing materials wastage.
- Cost system.
- Avoid over costing and find a proper offers from vendors.

### **Management /Senior Accountant**

AL COTRA COMPANY FOR REAL STATE AND CONTRACTING - DAMASCUS, SY

January 2018 to March 2020

SYRIA

(2 years and 3 months)

Al Cotra Company for Real Estate and Trading, for building and constructions, two projects, the first is 35 buildings, the second two skyscrapers, many projects under preparation.

Responsibilities:

- Prepare general journal entries to ensure all business transactions are recorded.
- Preparing invoices, quotes, other reports and making timely follow-ups on accounts receivable and payable.
- Conducting internal audits.
- Keeping up and Reconciling vendor statements on a regular basis.
- Auditing
- Warehouse observation
- Budgeting , financial statements
- Reconciliation with other companies
- Weekly wages
- Analyzing the quantities and prices for the building's materials.
- Management decisions in coordination with finance manager .
- End year closing.
- Checking and receiving weekly expenses and reimbursements reports from the accountants in the main project.

- Cost allocation gradually from blocks to , buildings , apartments

#### Accomplishments:

- Controlling the warehousing process
- Prevent wasting materials from improper usage
- Expecting and organizing the contracts with customers
- Taking responsibility of making management decisions and expecting the results and consequences

### **Accountant**

ST. LUIS HOSPITAL - DAMASCUS, SY  
February 2017 to February 2019

SYRIA

(1 year)

St. Luís is one of the best medical centers in Syria, serving a huge number of people, with professional nurses and doctors.

#### Responsibilities:

- Cash inflows and outflows
- Expenses and vouchers payments
- Payroll
- Reconcile with health insurance companies
- Responsible for the main treasury
- Cancel reservations for patients rooms and submit payments

#### Accomplishments:

- Working under big pressure with a huge number of clients
- Organize the process between the main treasury and other sections
- Managing and reducing unnecessary expenses

## Education

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### **Bachelor's in Faculty of Economics / Business Administration**

Damascus University - Damascus  
September 2013 to March 2020

## Skills

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- Accounts Payable
- Bookkeeping
- Budgeting
- Microsoft Excel
- Microsoft Outlook
- Accounting
- Accounts Receivable
- Warehouse operations
- Microsoft Word
- Accounting software programs
- Financial Statements
- Cost Systems

- Auditing
- General ledger
- Cost collection
- Bank Reconciliation
- Accounting standards
- Management operations

## Languages

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- Arabic - Native
- English - Fluent
- German - Beginner

## Links

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<http://linkedin.com/in/hanna-haddad-ab29111a2>

## Certifications and Licenses

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### Accounting Software Programs

January 2018

A comprehensive information and details about accounting software programs , using cost systems , inventory processes, balance sheet , income statement , statement of cash flow , and so many valuable things related to accountancy , programs such as (Al Ammen , Al Rashed , Shahle , Aplha Pro) .

### Bookkeeping

January 2018

Intensive information about bookkeeping includes , journal entries , trial balance , general ledger , balance sheet , income statements , other comprehensive income , statements of changes in equity , cash flow statements and alot of details about these financial statements.

### ICDL

March 2017

Microsoft Office Programs , Microsoft Excel , Microsoft Word , Microsoft PowerPoint , Microsoft Outlook , Microsoft Access.

### Warehouse process

October 2018

It includes a details about a different kind of warehouse process , how to observe by which methods and which time , preventing theft, wasting materials , arrange the substances or materials properly according to the type of manufacturing field , financially , using inventory costing systems , perpetual or periodic inventory , with weighted average , LIFO , FIFO ...etc.

### CMA part 1 "participation"

January 2018

Course for preparing to "Certified Management Accountant" CMA , part 1 , which includes how to study for the exam and explanation about every single detail in the Gleim book , practice with a plenty of examples and final examination to make sure that you are ready to do the official exam of CMA.

