



HOYAM IMAD SULTAN

Accountant, Administrator

Goal-oriented accountant with 2 years of Accounting and Administrator Experience.



hoyamemad@gmail.com



00971523499717



Al Barsha 1, Dubai , Emirates

SKILLS

Microsoft word

Microsoft excel

Computer Network

Negotiation

Team work

Manual Accounting

LANGUAGES

Arabic



English



INTERESTS

Reading

Swimming

Photography

Music

Electronics

WORK EXPERIENCE

General Accountant/Administrator/secretary

Smart Selection Network System

02/2019 – 12/2019

Dubai, Emirates

construction company / subcontracting for network systems projects.

Responsibilities

- Organize all company financial programs and ensure compliance to budgetary requirements.
- Assist departments in account reconciliation process on monthly basis.
- Administer all bank transactions and oversee data recording procedures monthly.
- Updating accounts receivable and issue invoices.
- Updating accounts payable and perform reconciliations.
- handling petty cash account.
- Managing payroll.

Accountant assistant

M-zone global Agency

04/2018 – 12/2018

khartum, sudan

Responsibilities :

- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Handling external or internal communication or management systems Managing clerical or other administrative staff.
- Completing bank reconciliations.
- Completing financial reports on a regular basis and providing information to the finance team.

CERTIFICATES

The American University in Cairo (2015 – 2016)

for English language courses.

AMADUES CERTIFICATE (04/2018)

AMADEUS SYSTEM FOR RESERVATION AND TICKETING.

TABOS CERTIFICATE (10/2018)

AN ONLINE SYSTEM (TRAVEL AGENCY BACK OFFICE SYSTEM) FOR TICKETING ACCOUNTING.

EDUCATION

Bachelor of Accounting.

cairo university

06/2013 – 06/2016

cairo, egypt