



AHMED ZIDAN

📍 Fujairah UAE

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LANGUAGE

- English
- Arabic

EDUCATION

- **Bachelor of Commerce**
Suez Canal University
2009

CAREER OBJECTIVE

- Continuous development to reach the best results in the shortest possible time while maintaining accuracy and perfection. Maintaining organized, clean and safe work areas with great attention to important details.
I look forward to obtaining more experiences and multiple successes in various fields
As I have more than 10 years' experience (contracting, information technology, industrial and service sectors)

SKILLS

- Good Listener and can put forward my point of view effectively.
- Excellent in communication with people.
- High degree of adaptability & excellent team spirit.

WORK EXPERIENCE

- **Lmbroglio Lidco for contracting (Libya)**
Site accountant - Office administrator
Jan 2010 – MAR 2011
 - Worked on Project 7th October (Misurata University) in Libya
 - Requesting and controlling all rebar Quantities.
 - Preparing all Rebar Invoices and Technical Reports
 - Steel Fixers Personnel (Admin & finance issues).
 - payroll of workers' salaries
- **Accountant - Store Keeper**
Apr 2011 – Mar 2012
- **Arab Company for Energy Technology (Techno Valley)**
Accountant - Store Keeper
Jun 2012 – Nov 2013
 - Material Control
 - Store Keeping
 - Tax and Financial Accountant.
 - Account Data Entry.
- **Thebes Company for Sweets and Bakery**
Jun 2012 – Nov 2013
 - Income and outcome controlling
 - Excellent Commands for Veinsia and Spectra Software.
 - Bills and Accountant Reports Preparation.
 - Account Data Entry.

● **ITEP - American Cultural Center**
Accountant - Office administrator

NOV 2013 – DEC 2014

- Provide administrative support - prepares correspondence, coordinates meetings, , maintains files, provide telephone coverage, processes mail
- Coordinate messages, appointments, information to callers, file maintenance, department office supplies and mail
- Operates automated office equipment
- Facilitates problem solving for department and customers
- Compiles and analyzes data files cost tracking, sales orders
- Prepares reports
- Coordinates activities between departments and outside parties
- Work is generally of a critical or confidential nature
- May be assigned to various functional areas of the company

● **SMART CARDS Applications Company**
Accountant - Office manager

JAN 2014 – Present

- Office Administration Responsibilities
- Recording and filling the employees' attendance, checkin and checkout time
- Handle social and medical insurance for the employees' of the branch
- Accountant Role and finance Role:
- Working on software and Oracle Supply program and the program to query the data of citizens and the services of a special program traders.
- Dealing with citizens and service merchants.
- Finishing all financial and administrative services in the branch.
- Financial reports for each month.
- Follow up the stock movement of the company branch.
- Finish the monthly custody of the branch and send it to the main office.
- Finish all bank transactions with the banks.
- Follow-up staff of the branch from attendance and departure and all their administrative affairs.
- Responsible for all financial and administrative affairs of the company's branch with all government offices and departments.

COURSES

Qualified Accountant Diploma (QAD) From HPA Hazem Hassan
Authority
Human Resources course
American Cultural Center (ITEP)
ICDL
AXON Institute
Excel (commercial Excel course) ▪ Business English Language course
American Cultural Center (ITEP)
CUSTOMER SATISFACTION
American Cultural Center (ITEP)
intermediate course
American Cultural Center (ITEP)

PERSONAL DETAILS

Date Of Birth
26-Jan-1988

Nationality
Egypt

Marital Status
Married

DECLARATION

- I do hereby declare that all the above mentioned details are true to the best of my knowledge.