

## **AHMAD ZEDAN**



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Address: UAE, Dubai – Sharjah

Nationality: Arabic Syrian

Marital status: Married.

Date of birth: 29.4.1994

Driving License :Available

### **Objective Role**

The application of the laws of the financial system Create budgets and diaries Follow-up operations of exchange and arrest in addition to Data collection, processing, and management. With excellent Time management skills, communication skills, and a team player with the ability to get along with everyone

### **Scientific Qualification**

Bachelor's Degree in Commerce & Economics, MIS department with an average of 82.6% Aleppo University, Syria.

### **Work Experiences**

**ALHOOT COMMERCIAL BROKERS, Dubai | SEP2020 – JAN 2022**

#### **Compliance officer:**

- ❖ Manage the day-to-day accounting transactions.
- ❖ Report to management regarding financial activity of the company
- ❖ Document financial transactions by entering account information
- ❖ Provide financial crime compliance advice
- ❖ Execution of company's own swift payment
- ❖ Creating and implementing AML frameworks, procedures and policies
- ❖ Reviewing and auditing the organization's adherence to compliance procedures

**Amer – Tas heel - Dubai, UAE**

**| APR 2020 – AUG 2020**

**Accountant:**

- ❖ Preparing financial reports and data analysis
- ❖ Preparing statement, reports and financial schedules
- ❖ Entering daily entries and matching accounts
- ❖ Record all transactions, accurately and in compliance with bank procedures

**Bouquet contracting LLC, Dubai, UAE**

**| AUG 2019- MAR 2020**

**Accountant:**

- ❖ Record and Maintain Accounts Payable
- ❖ Processing Payments: Review of Accounts Payable, supplier's statements, priority payments Reports to the manager on the achievements Disburse money to customers
- ❖ Preparation of purchase orders for projects
- ❖ Recording purchases according to official invoices
- ❖ Prepare trial balance every month
- ❖ Processing orders for exchange purchases and preparation of the budget and daily restrictions Preparation of salaries and wages

**Languages**

-Arabic= mother tongue

-English= Very good

**Specializations**

- ❖ Analyze data and show reports on **POWER PI** software.
- ❖ Experience in working on **EXCEL** as a trainer.
- ❖ Analyze data using **SQL** server.
- ❖ Excellent command of computer **MS Word, PowerPoint, Excel.**
- ❖ Accounting program **tally ERP- AL- AMEEN – SAJ 50 - BEST RATE**

## **Courses and Trainings**

- ❖ Certified anti-money laundering (CAMLs).
- ❖ Diploma course in training of trainers.
- ❖ Diploma in evaluating and controlling.
- ❖ Project management professional (PMP).
- ❖ A certified English language courses at Project Institute, B1 level according to the CEFR standard at CPC Institute - Aleppo - Syria.
- ❖ A certified Microsoft Office Excel course with an average of 100% - Al-Faris Academy for Science and Technology.
- ❖ A certified course on Accounting Software Systems at CPC Institute - Aleppo - Syria.
- ❖ Databases with SQL Server programming.
- ❖ An International Computer Leadership Certificate (ICDL) at CPC Institute - Aleppo – Syria.