

Abir Hamza

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14/Nov/1970

Lebanon

Summary

Reliable, flexible and possess excellent time management skills. I am a self-motivated, enthusiastic, responsible, creative hard working person. I adapt to challenging situations and am able to work well both in a team environment as well as on my own.

Education

Lebanese University

1992 - 1996

BS. Businesses And Finance
the systematic recording, analyzing, interpreting and presenting of financial information. .
Analyzing financial information of individuals and companies, as well as identifying trends, along with developing financial models that include making reports.
Find the best financial solutions to aid clients' goals whilst improving their budgets efficiency.

Experience

Al Shahhar School

1989 - 1990

Teacher
Teached Math subject for Grade 9 .

Doctrinal Council of the Unitarian Druze sect

2008 - present

Head of the financial department
Supervising all financial transactions and accounting registration, which include:
- Bank statements and its reconciliation.
- Funds statements and its reconciliation.
- Petty cash & Petty cash tables.
- contracts
- Settlements with tenants.

In addition to preparing the following tables:
- Tenant verification schedules
- Collection tables
- Revenue tables
- Tables and books of accounts receivable confirmation
- Tables of the amounts reserved from the budget.
- Inventory tables with receivables and bills of exchange.
- Tables of the financial position (revenues and expenses) and a comparison with previous years.
- Monthly completed work schedules.
- Fiscal year budget .

Projects

2012 - 2016

Resume Builder App
CV or Resume is the first impression while job hunting. Getting the job you deserve in this economy can be difficult without the right help and training.

Skills

Computer skills (Excel, word ...)

Languages

English, Arabic

References

available upon request