

ABDULLAH HAMZE

ACCOUNTANT

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SUMMARY

Detail-oriented Accountant with a Master's degree in Business Administration, specializing in Accounting and Auditing. Experienced in financial reporting, accounts receivable, cost control, VAT accounting, and construction progress invoicing. Skilled in improving accuracy in accounting processes, streamlining financial workflows, and developing Excel-based reporting solutions.

WORK EXPERIENCE

Accountant (Remote, Part-Time)

TriLeCo Company — Riyadh, Saudi Arabia

2025 – Present

- Implemented detailed progress invoicing for construction projects, improving billing accuracy, strengthening project-cost tracking, and providing clearer visibility into project progress.
- Prepared and reviewed financial records, invoices, and supporting documentation for construction projects.
- Assisted with VAT accounting, including the review and organization of VAT-related invoices and financial information for reporting purposes.
- Improved the structure and consistency of Excel-based accounting records and reporting processes.

Junior Accountant

LAMAR Company S.A.L — Beirut, Lebanon

2022 – 2023

- Reconciled over 30 Accounts Receivable statements.
- Reduced operating costs by \$1,200/month by assisting the inventory accountant in identifying gold loss across all manufacturing production departments.
- Improved financial reporting through new Excel-based tools that streamlined data entry and analysis, increasing report reliability by 80% as confirmed by the external auditor.

EDUCATION

Master's Degree in Business Administration — Accounting and Auditing

Lebanese University

2018 – 2020

CERTIFICATIONS & TRAININGS

- Advanced Financial Accounting — Udemy 2024
- Excel Financial Reporting, Analysis, & Business Intelligence — Udemy 2024

SKILLS

Software: Microsoft Excel (Power Pivot, Power Query), Microsoft Word, The Globe Accounting Software, Daftra Accounting Software

Core Accounting: Accounts receivable reconciliation, cost control, VAT accounting, financial reporting, progress invoicing

Professional: Attention to detail, analytical thinking, report writing.