### Curriculum Vitae

**Personal Information:** 

Full Name: Omar Samer Hamdan

Gender: Male

Marital status: Single

Nationality: Syrian

Birth Place & Date: yabroud 11-04-1995

Military Service: Exempted

Address: Yabroud City

Mobile: 0941506545

Telephone: 011 7814269

E-mail: omarhamdan204@gmail.com



# **Education:**

Business administration at AL Kalmoon university

Administration Management Section

Graduated / 2018

### **Training:**

Accounting system (Almanara – Alameen)

Professional Experience:

Hamoud & Beaij Company for feed poultry

Title: Accountant

Location: Yabroud City From 1/9/2020 To 31/1/2022

Duties & Responsibilities:

- Inputting the invoices into system.
- Reconciliation the accounts with clients and vendors.
- Extracting the reports and analysis them.
- Preparation the balance sheet and the income statement.

Hamdan Group Company for floor Wiper equipment Titte: Accountant & Supervisor

Location: Yabroud City From 1/2/2022 Until Now

#### Languages:

- Arabic: mother tongue

-English: Very good in (Reading' Writing 'Speaking)

## <u>Information Technology:</u>

Microsoft office:

- Word
- Excel 2013
- Power point
- Outlook
- Internet

## Personal qualities &technicality:

- Ability to analysis information, generate key facts and develop studies & execute reports.
- Ability to write details document, presentation & executive reports with recommendation.
- Ability to clarify, identify, engage the second party in mutual problem solving by brain storming alternatives.
- Proficiency in applying auditing standards and accounting principles
- Ability to develop long term solutions to measure, control and manage risks.
- Ability to follow up and ensure that actions are completed properly within deadline.
- Highly motivated & Ambitions.
- Excellent communication.
- Able to work under pressure & patient.
- Quick learner & open to change.
- serious in working

#### References:

Mohammad Alkhatib / Bank Employee / 0947377725

Mounir Hamdan / General Manager / 0933205280

# **Recommendation Letters:**

. Prof.KOULO Adib at U.K And research director in SSRC

Phone number:00963933717128

Email Address : adib.koulo@hotmail.com

. Vice Dean of Faculty of Business and Management Dr. Nehad Haidar

Email Address: <a href="mailto:drnehadhaidar@gmail.com">drnehadhaidar@gmail.com</a>

-All documents are available upon request.