

PERSONAL INFORMATION **Ahmed Alzaaluk**

 Yedder Street, Misratah (Libya)

 00218 913686235

 amz1989@gmail.com

WORK EXPERIENCE

26 Jul 2015– Oct 2018

Misurata University, Misratah

Work as a Teaching-Assistance (T.A), in International Trade department at Faculty of Economics & Political Sciences.

26 Jan 2020 – 31 Jul 2020

Kevalay Travel & Tourism

At the Finance Department, as Financial department official

01 Jun 2020 – 15 Jun 2022

Al Naseem Food Industries company

At the Finance Department, using the SAP ERP system during this period. where I received and mastered the following tasks:

- Preparing bank settlement notes and addressing problems and differences on the SAP system
- Following up on bank documentary credits on the SAP system and coordinating with banks.
- Settling permanent and temporary cash deposits on the SAP system and reviewing them.
- Following up on the release of sales from warehouses through the SAP system.
- Preparing the necessary accounting entries on the SAP system, such as entries related to general and operating expenses, cash payments, bank deposits, etc.
- Following up on suppliers' invoices and preparing settlement notes to match their accounts and enter accounting entries on the SAP system. In addition to preparing accounting entries and settlements for customs transactions.
- Following up on a group of assets represented by projects under implementation, machinery, and means of transportation, in terms of preparing accounting entries and settlements on the SAP system.
- Supervising a team of new employees and trainees and training them on the SAP system in terms of preparing accounting entries and settlements on the SAP system.

Feb 2021 – until Now

Administrative Control Authority

I worked in the Department of Control over the Economic Resources and Energy Sectors, as well as the Complaints Unit at the Authority's branch in Misratah. The most important tasks I perform are:

- Following up and evaluating the financial and accounting aspects and evaluating the administrative performance of the branches of commercial banks and government institutions in Misratah, And prepare final reports.
- Following up on complaints received by the Authority's branch regarding financial problems within the city of Misurata, And prepare final reports.

01 Jul 2022 – Nov 2024

Al Mustaqbal Al hadeeth co.

At the Finance Department as Financial department official.

EDUCATION AND TRAINING

1 Sep 2003–1 Jul 2007

Degree Secondary School

Saadon, Misratah (Libya)

Degree of Secondary

Saadon High School

Score 87.5%

Libya-Misurata

26 Jan 2009–24 Jul 2009

Certificate of English language.

Haistings College, Haistings (United Kingdom)

Certificate of English language.

Hastings College

England

25 May 2010–5 Aug 2010

Certificate of English language.

Nottingham Trent University, Nottingham (United Kingdom)

Certificate of English language.

Nottingham Trent University – Nottingham Trent International College.

Score 60 % equals 6 marks in IELTS exam.

United Kingdom - Nottingham

24 Mar 2012–28 Jun 2014

Bachelor Degree

Misurata University, Misratah (Libya)

Bachelor degree in International Trade at Faculty of Economics

Misurata University

Total average 91.3%

I was the best student with highest marks in the department.

Nov 2018–Sep 2019

Vocational Diploma

Al-Arabi Al-Handasi Co

Vocational Diploma of Accounting

Total average 92%

I was the best student with highest marks.

May 2023

Master Degree

Misurata University, Misratah (Libya)

Master degree in Economics at Faculty of Economics

Total average 83%

PERSONAL SKILLS

Languages

- Arabic
- English

Communication skills

- Good Communication Skills.
- Very good customer facing skills

Job-related skills

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- Excellent analytical and problem solving skills.
- Working in a team and leading a group of people in tasks.