



AHMED GAIZAN

ACCOUNTANT &
ADMINISTRATOR



Male



13/06/1992



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ahmadov92



Hadhramout, Yemen

SKILLS

Languages:

Arabic, English

Computer Skills:

Word, Excel

Multitasking:

Ability to multitask

Leadership Skills:

Leading to the company's goal

Fast Learner:

Good at learning new job skills

Financial Reporting:

Experienced

Communication Skills:

Well

Team-work:

Ability to work in a team

OBJECTIVE

An Accountant with three years of experience in account reconciliations, streamlining accounts, and financial reporting. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

EDUCATION

LIMKOKWING UNIVERSITY, Kuala Lumpur

Bachelor Business in Accounting

Feb 2016 - Dec 2018

WORK EXPERIENCE

AL HAWTA PALACE HOTEL "4 STARS", Shibam

Front-Office Receptionist

Feb 2023 - Now

- Responsible for handling a variety of duties relate to the front desk operation of a hotel.
- Interact with hotel patrons, and work to ensure their stay is satisfactory.
- Serve as the first point of contact for hotel guests and visitors.
- Expected to be knowledgeable about hotel amenities, events, and promotions.
- Should also be knowledgeable about hospitality, catering and should be ready to the area surrounding the hotel, and be ready to suggest restaurants and entertainment venues.
- Work with a variety of other hotel staff.
- An ideal candidate possesses excellent communication skills and has wonderful phone etiquette.
- Go over all guest payments and charges during check-in and check-out as needed.

ALMAR CO. FOR TRADING & SERVICES LTD FOR "PCR TEST PROJECT", Seiyun

Administrative Accountant &

Treasurer

Nov 2020 - Jun 2022

- Responsible for daily financial report according to the daily sales.
- Matching cash in the cashier with daily sales.
- Follow up with customers for late payments.
- Responsible for receipt vouchers.
- Office supervisory a group of employees.

- Control petty cash, advances & financial covenants.

AL HAWTA PALACE HOTEL "4 stars", Shibam

Treasury Accountant

Jan 2020 - Oct 2020

- Matching cash in the reception with daily sales.
- Excel report of the hotel revenues (rooms, restaurant & laundry).
- Responsible for receipt vouchers.
- Basic of food & beverages cost control report.
- Control petty cash, advances.