✓ **RADWAN AHMED HAMEED ALDUAIS.**
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Education:

- **Bachelor Degree in accounting, Sana'a University.** (*2015*)
- **High school certificate, Jamal Abdunnasir High school, Sana'a, Yemen.** (2007)

Experience:

- **Remote Bookkeeper (Accountant) at Arabesk Interior Design LLC:** New York, USA, *(Jul 2024 – present)*

Duties

- **Overseeing and managing all financial aspects of the company, ensuring accurate and timely financial reporting.**
- **Preparing and analyzing financial statements, including balance sheets, income statements, and cash flow statements.**
- **Handling accounts payable and receivable, including vendor payments and customer invoicing.**
- **Reconciling bank accounts and preparing monthly bank reconciliations.**
- **Managing payroll processing and ensuring compliance with all relevant labor laws.**
- **Assisting with budgeting and financial forecasting.**
- **Providing financial analysis and recommendations to support strategic decision-making.**
- **Using online web Accounting software as (Quickbooks Online, Wave Accounting, Zoha Books)**

- **Accountant and finance auditor at Makatabati Stationery:** Sana'a (*Feb 2019- Aug 2023)*

Duties:

- **Audit daily financial transactions (exchange vouchers, receipt vouchers and all entries in the accounting system).**
- **Daily audit of cashier fund, its sales and returns.**
- **Make the necessary daily accounting entries.**
- **Make the conciliation entries if necessary.**
- **Make the necessary monthly accrual entries of operating expenses.**
- **Periodically matching bank accounts and making conciliations.**
- **Audit suppliers' accounts and making endorsements.**
- **Check the accounts receivable (customers) and making endorsements.**
- **Check and approve credit sales invoices.**
- **Check and approve purchase invoices.**
- **Audit the sales and purchases returns.**
- **Audit the warehouse operations (store exchange, warehouse supply and transfers between warehouses).**
- **Monitoring of fixed assets and proof of maintenance expenses and depreciation entries.**
- **Participation in the annual inventory process of fixed assets and stores.**
- **Conducting annual accounting closing entries.**
- **Maintain complete books of accounts, as per Finance Manual (archive).**
- **The accounting system that used in the company is Yemen Soft (Onyx-pro).**

Training Programs:

- **Accounting practical training program (manual and automatic) Yemen Soft Accounting system (Onyx Pro),Expertise House for rehabilitation of Accountants and Administrators, Sana'a, Yemen (2014).**
- **Certificate of Accounting System Yemen Soft (integrated), Sana'a University. (2013)**
- **Participated in the first conference for equipping Youth people to the job market, Athar Development Foundation, Sana'a, Yemen. (2012).**

Languages

- **Arabic (Mother Tongue).**
- **English (Very good spoken and written), High intermediate level (C), Exceed Language Center, Sana'a, Yemen. (2018).**

Skills

- **Very good at Using web Accounting software as (Quickbooks Online, Wave Accounting, Zoha Books).**
- **Excellent command of using Windows system & Microsoft Office (Word, Excel, Outlook, Access).**
- **Ability to handle multiple tasks and work under pressure and after working hours.**
- **Initiative, team worker, Self-Motivated and eager to learn.**
- **High degree of integrity to successfully deal with sensitive and confidential information.**
- **Willing to take road trip and work under difficult environment.**

References are available upon request