

Dhul-Safal, Ibb (Yemen) 

770720524 

hamzaalshja2020@gmail.com 

HAMZA AHMED GHANEM

SUMMARY

I have experience in the field of accounting for companies and institutions, where I worked as an accountant for four years in the Namaa Development Foundation. I am a certified trainer in Yemen Soft Company. I am a financial and administrative accountant. I am able to prepare the full documentary cycle for institutions and companies in their various fields and types. I am able to work with manual accounting records and automated accounting systems in various ways. Types: Able to work on the Microsoft Office suite professionally. Ability to work in a multicultural environment and under pressure. I have the ability to innovate and develop in a way that suits the work ..



EXPERIENCE AND CAREER PROGRESSION

Namaa Foundation - Dhu Al-Safal Ibb Branch

Aug 30, 204 – Oct 17 ,20202

(Accountant)

- Review work-related tools and their suitability
- Follow up and collect all work-related data and reports on a regular basis. Analyze and filter the data collected.
- Follow up, review and examine monthly evictions.
- Prepare disbursement orders, review receipts, and submit reports.
- Preparing deviations from the budget for two months and raising the trial balances monthly.
- Knowing the nature of the activity, including monthly losses and losses, and the reason for that, and reporting it to management.
- Submitting memos related to accounts and following up on management.
- Paper and electronic archiving of working papers.

July 30, 2022 – July 17 ,2021

(Information Management Assistant)

- Check source documents and compare them with data entered into databases periodically, identify problems in the database and take appropriate action after discussion with the branch manager.
- Summarize and compile the collected data and save it in a way that is easily accessible when needed.
- Collect data and extract information from project databases on a regular basis to ensure that information and data are available upon request.
- Identify, analyze and interpret trends and patterns in complex data sets.
- Filter and analyze data by reviewing reports and performance indicators to identify and solve problems.
- Make regular backups and checks to ensure that data is saved and stored correctly.
- Electronic and paper archiving.



Yemen Soft Company - Thirty Street

July 1, 2024 – Dec 01, 2021

" Certified trainer in a company "

Executive and academic trainer in the company

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HAMZA AHMED GHANEM

SPECIALIZATION

Al Wahda University - College of Administrative Sciences
(Yemen) Bachelor's degree in Accounting - with excellent grade



WORK-RELATED COMPETENCIES AND SKILLS

SKILLS

Experience in the field of accounting work with manual records and various automated accounting systems in different fields.

- **Speed and accuracy in entering data into custom databases.**
- **Converting digital data into information that can be used to make decisions.**
- **The ability to diagnose and solve problems and work in review, audit, internal control, follow-up and evaluation.**
- **Provide training, preparation and coordination of training courses. Ability to (scheduling and monitoring, planning and organizing, initiative and teamwork, preparing reports)**
- **Good knowledge of operating systems (Windows XP, Windows 7, Windows 8, and Windows 10).**
- **Good knowledge of the following program (Microsoft office suite, advertising and media programs, maintenance.**
- **Follow rules, procedures and regulations.**



Communication and communications skills

- **Effective communication and communication skills with teams in the work environment.**
- **Ability to work in multicultural environments with personal communication abilities.**
- **The ability to work in difficult environments and under pressure.**
- **Able to work smoothly with a team or alone.**
- **Able to gain new relationships in record time in any social environment.**
- **Objective-minded and a good negotiator.**



Cognitivists

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