

HAZEM NASSER



Personal

- Address**
Abu shagara
Sharjah,UAE
- Phone number**
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- Email**
hazzi.mnasser@gmail.com
- Date of birth**
15-10-1997
- Gender**
Male
- Nationality**
Egyptian
- Driving license**
UAE,Driving licence

Languages

- English ●●●●●
- Arabic ●●●●●

Dedicated and detail-oriented professional holding a becholar degree in commerce. with 2 years of experience in accounting and warehouse management, specializing in inventory control, financial transactions, and customer service. Proficient in handling cash, reconciling accounts, and maintaining accurate records. Skilled in providing exceptional customer experiences in high-pressure environments. Fluent in English and Arabic, with strong organizational and problem-solving skills.

Work experience

Accountant

Nov 2022 - Dec 2024

[Al mutaz ceramics and building materials, Sharjah,UAE](#)

I Used excl and an accounting software to do the following.

- . Manage daily cash transactions, ensuring accuracy and adherence to company policies.
 - . Reconcile cash balances and accounts at the end of each day.
 - . Process payments, deposits, and withdrawals efficiently while maintaining accuracy.
 - . Maintain accurate financial records, including ledgers and transaction logs.
 - . Prepare daily, weekly, and monthly financial reports for management.
 - . Verify and update account balances to ensure accurate record-keeping.
 - . Assist customers with financial inquiries and resolve discrepancies promptly.
 - . Provide professional and courteous service to internal and external stakeholders.
 - . Build trust by ensuring transparency and accuracy in financial transactions.
- Operational Support:
- . Ensure compliance with company policies and financial regulations.
 - . Monitor and maintain proper cash levels to support daily operations.
 - . Collaborate with team members to achieve operational efficiency.
 - . Identify and resolve errors or inconsistencies in financial records or transactions.
 - . Conduct audits to ensure compliance with financial protocols.

Accountant/ customer service

Jun 2021 - Jun 2022

[Ayady medical center, Kafr al shekh Egypt](#)

- . Process and record financial transactions, ensuring accuracy and compliance with company policies.
- . Reconcile daily financial records, including cash balances and bank accounts.
- . Verify and update account balances to ensure accurate and up-to-date r
- . Provide exceptional customer service by addressing inquiries and resolving issues promptly.
- . Assist clients with account-related questions, ensuring clear communication and transparency.
- . Build and maintain positive relationships with customers through professional and courteous interactions.
- . Handle customer transactions efficiently, ensuring accuracy and confidentiality.
- . Act as the first point of contact for customers, offering guidance on available services and processes.
- . Monitor and manage daily cash flows, ensuring sufficient availability for transactions.
- . Maintain accurate records and organize documents for easy accessibility and audits.
- . Conduct regular reviews of financial records to ensure accuracy and identify errors.

Education and Qualifications

Bachelor of commerce English section

2017 - 2020

[Kafr al shekh University, Egypt](#)

I studied accounting and business Administration in the English section.

Skills

Ms Excel	● ● ● ● ● ●
Ms word	● ● ● ● ● ●
Outlook	● ● ● ● ● ●
Accounting software	● ● ● ● ● ●
Problem solving	● ● ● ● ● ●
Communication	● ● ● ● ● ●
Social intelligence	● ● ● ● ● ●
Customer service	● ● ● ● ● ●