

ZIYAD HYTHAM HASAN

Accountant

Experience & Duties

Experience in the field of accounting and management. Able to work on own initiative and as part of a collaborative team skills which include managing, developing and motivating with teams to achieve goals. Interested in career development and eager to learn new things quickly and gain more qualifications. I have good experience in financial analysis and the ability to develop financial models and make clear forecasts. Good communication and interpersonal skills.

WORK EXPERIENCE

1 Accountant

TIG-TESCO (TRADING ENGINEERING SERVICES INTERNATIONAL LTD. CO.)

K S A - DAMMAM

MAR 2019 TO PRESENT

JOB DESCRIPTION

- 1 Manage all accounting transactions
- 2 Reconcile accounts payable and receivable
- 3 Reinforce financial data confidentiality and conduct database backups when necessary
- 4 Audit financial transactions and documents
- 5 Report on the company's financial health and liquidity
- 6 Good knowledgeable in KSA tax and GAZT and other government agencies in KSA.
- 7 Comply with financial policies and regulations
- 8 Monitor the customers' current accounts on daily basis and ensure its compliance to the approved payment terms and the companies' credit policy.
- 9 Preparing letters of credit and letters of guarantee and following them up with the bank.
- 10 Prepare financial reporting and supervision accounts payable, receivable, payroll.
- 11 Maintain confidentiality and privacy of financial information
- 12 Preparing salaries and wages monthly, calculating additions and deductions to employees' entitlements and making any changes in the status of employees on their files in the System.
- 13 Preparing and scheduling supplier payments
- 14 Follow up the petty cash & loans of employees

2 Accountant

MOHAMMED AL - BALAWI CONTRACTING CO

K S A - MADINAH

FEB 2016 - JUNE 2018

JOB DESCRIPTION

- 1 Documenting movements, financial records, purchases
- 2 Maintain backup copies of financial records
- 3 Preparing salaries and wages monthly, calculating additions and deductions to employees' entitlements and making any changes in the status of employees on their files in the System.
- 4 following up Accounts Payables
- 5 Prepare and submit weekly/monthly report
- 6 Prepare periodic and annual inventories of fixed assets and related materials with account balances
- 7 Auditing all the receipt vouchers and expense petty cash.



CONTACT

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Nationality Jordanian

D O B 20-Sep-1990

P O B Kuwait

Marital Status Single

EXPERTISE

Training and Development

Payroll

Strategic Planning

Team Leadership

Teamwork

Management

SKILLS

- 1 Responsibility and initiative and teamwork, organization and the ability to set priorities
- 2 Work under pressure and to sit for long periods
- 3 Communication skills and time management
- 4 Computer Skills (Microsoft Office (Excel - Word - PowerPoint - Access)
- 5 ERP System – Focus / Microtec

LANGUAGES

Arabic (Fluent)
English (Very Good)

3 Administrative Assistant SAUDI BIN LADEN GROUP K S A - MADINAH

APR 2013 - JAN 2016

JOB DESCRIPTION

- 1 Full knowledge of the managerial & organizational process & governmental procedures (office of labor & Passports).
- 2 Preparing & reviewing the monthly payroll accounts and the related allowances & deductions.
- 3 Preparing & reviewing vacations & end of service rights.
- 4 Preparing & organizing all the employees' requests.
- 5 Good experience in the Human Resource affairs & the Saudi labor law,
- 6 Print letters, memos, correspondence and sent.
- 7 Reception and distribution of incoming and outgoing mail.
- 8 Internal Communications and minutes of meetings.
- 9 Organize and save the papers in the files.
- 10 Follow-up revealed attendance staff.

EDUCATION

**Bachelor of Business Administration
Applied Sciences University
Amman - Jordan
2008 - 2012**

CONFERENCES & WORKSHOPS

- 1 Attended the 12th HR conference fingerprint of change on 17-18 July 2017 REFERENCE/ at Grand Hyatt Amman Hotel (Amman - Jordan).
- 2 Attended the Performance Management Workshop on 19 July 2017 at Grand Hyatt Amman Hotel (Amman - Jordan).
- 3 Attended the Recruiting for Maximizing Organizational Goals Workshop on 20 July 2017 at the Grand Hyatt Amman Hotel (Amman - Jordan).
- 4 Attended the Practical Applications in HR Workshop on 01 Aug 2015 APHRA at Amman Chamber of Industry (Amman-Jordan).

TRAINING COURSES

- 1 Completed 30 hours of level five (Pro-Intermediate) course which was held from 30/8/2015 to 22/9/2015 at Yarmouk Cultural Center and I achieved 80 %.
- 2 Communications skills & time management, during the period November 26-27, 2012 for a total of 8 hours, at talal abu ghazaleh knowledge society (Amman, Jordan).