



# Muaz Alemam

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Dammam, Saudi Arabia  
Al-Mazrouia district

## LANGUAGES

- English – C2
- Arabic – A1

## HOBBIES

- Writing
- Sketching
- Photography
- Design

## SUMMARY

Accounts Manager with more than 12 years of experience in ledger operations, preparation of financial statements, reconciliations, taxes and simplification of financial reports. Seeking to benefit from my professional experience and experience in a managerial role.

## EXPERIENCE

### Accounting Manager | Nov 2021 to Jan 2023

Our mission to organize exhibitions and conferences

Riyadh, Saudi Arabia

### Accounting Manager | Jul 2018 to Nov 2021

Abdul Ghani Hussain Group

Al-Madinah Al-Monawarah, Al Madinah Region, Saudi Arabia

### Chief Accountant | Jan 2018 to Jul 2018

Elia El Bayda Advanced Company

Mecca, Western Region, Saudi Arabia

### Accountant | Nov 2013 to Oct 2017

Mohamed Mansour AL-Bassami Group Company

Jeddah, Western Region, Saudi Arabia

- Accountant of Marble Factory from the date of 11/2013 to the date of 2014/6
- Senior Accountant of the manufacturing (marble factories, concrete, crushers and asphalt mixers) from the date of 2014/6 to 2015/2
- Senior Accountant of the electricity projects from 2015 to 2015/11
- Auditor of Petty Cash and financial and administrative coordinator of projects from the date of 2016/1 to the date 2016/10
- Senior Accountant of the projects from 10/2016 to 5/2017

## EDUCATION

**BA Administrative Sciences: University of Science and Technology**

**Diploma of Science: Computer Information Systems | 2014**

Lana Center for Computer Science

## SKILL HIGHLIGHTS

- Project Accounting
- Strong decision maker
- Complex problem solver
- Auditing
- Financial Analysis
- Financial Accounting
- Financial Reporting
- Cost Accounting

## COURSES

- CMA IN PROGRESS
- Accounting and project management