

# Syed Hamza

## Parts Salesman in Dammam, Saudi Arabia

Khobar

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+966 59 803 1379

Willing to relocate: Anywhere

## Work Experience

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### Salesman

Skyline Corporation Dubai - Dammam

November 2021 to Present

I'm working as Part Time Job for POS Software Salesman.

### Parts Salesman

United Gulf Trading Company - Dammam

March 2020 to Present

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through cold calling, networking, and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Participate on behalf of the company in exhibitions or conferences.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share it with internal teams.

### Accountant

Global Star LLC - Dammam

June 2018 to October 2019

- General Accounting
- Accounts Receivable, Accounts Payable
- Maintaining Petty Cash, Bank, Purchase, General Vouchers and posting the same
- Employee Vendor account reconciliations and clearing
- Support in annual external audit
- Payroll accounting and reconciliations
- Monthly Balance sheet reconciliations
- Preparation of Weekly Cash Position Reports
- Preparation of Government Remittances and Tax Forms (VAT, etc.)
- Preparation of monthly management pack
- Accounting entry in Software, Petty Cash, Bank Reconciliation, Accounts Receivable Aging and SOA, Accounts Payable, Daily processing and monitoring of accounting transactions- Payment to suppliers (cheques, bank transfer), and other accounting matters

- Preparation of financial statements monthly and other financial reports
- Checking of all vouchers, cheques, and petty cash replenishments
- Assist Management on accounting and finance-related concerns
- Preparation of Yearly Budget Reports

### **SALE'S COORDINATOR**

Global Star - Dammam

June 2017 to September 2017

I work in the field of Information Technology, Management Information System, Accounts & Finance, Operation and Administration Departments

### **ASST. SALE'S COORDINATOR**

GLOBAL STAR - SA

June 2016 to September 2016

I work in the field of Information Technology, Management Information System, Accounts & Finance, Operation, and Administration Departments.

## Education

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### **Bachelor's in COMPUTER SCIENCE**

COMSATS UNIVERSITY ISLAMABAD - Sahiwal

September 2014 to July 2018

## Skills

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- Journals Entries
- Data Entry
- Managing Accounts
- Balancing Sheet
- Income Statements
- Microsoft Office
- ASP.Net
- Web Development and Designing
- Database Management
- Object-Oriented Programming
- Accounts Payable
- Payroll
- Excel
- accounting
- Outlook
- Budgeting
- ERP Systems
- Cash Handling

- Cash Management
- Cashier
- Microsoft Excel
- Accounts Receivable
- C#
- C/C++
- Visual Studio
- Pivot Tables (3 years)
- Sage (Less than 1 year)
- Analysis Skills (1 year)
- General Ledger Accounting (2 years)
- General Ledger Reconciliation (2 years)
- Accounting Software (3 years)
- Adobe Acrobat (4 years)
- Bootstrap
- Account Reconciliation
- Journal Entries (2 years)
- Bookkeeping
- Quickbooks
- Billing
- General Ledger
- credit

## Languages

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- English - Fluent
- Arabic - Beginner
- Urdu - Expert

## Assessments

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### **Principles of Accounting — Completed**

August 2020

Measures a candidate's ability to prepare financial records according to federal policies.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.