

Fahd Issa Moustapha Ali

Phone: +971544586025

Email: fahad.gov.99@gmail.com

Location: Dubai, United Arab Emirates

Nationality: Chad

Introduction

I started my career as an administrative assistant, then moved to another company as a cashier, then to a general data entry position. In my last job, I worked as an assistant financial accountant. These are some of the experiences I have gained, and I will continue to learn and acquire new experiences and skills. I can learn quickly and in a short time, and my most important rules at work are dedication, honesty, hard work, and accuracy at work. I look for new opportunities to showcase my experiences and at the same time to gain new experiences and experiences. Quote "There are no limits to learning."

EXPERIENCE

1. Assistant accountant (2021 – 2023)

- .I was preparing a weekly, monthly and annual report for the accounts
- .I used to record the tax invoices on the computer and then review them

2. Data Entry (2019 – 2021)

- I used to record the suppliers' data, such as their remaining receivables and the total goods they brought, and organize the data on the computer
- I was recording employees' data, such as their monthly salaries, working hours, and job information

3. Cashier (2017 – 2018)

- Accounting for customers, serving them, and verifying accounts

4. Administrative assistant (2015 – 2016)

- I was an assistant in organizing and scheduling appointments for the General Manager and assisting the administrators in some office work

EDUCATION

- High school In Saudi Arabia, AL Madinah
- I graduated in 2015 with an excellent grade (95%)

SKILL HIGHLIGHTS

1. Good in using MS Office
2. Solve problems professionally
3. . Manage time perfectly
4. Good in communication skills
5. I can work within a team or individually.
6. Organizations at Works.
7. Attention to detail
8. Flexibility at work
9. Cash management
10. Good at computer
11. Responsibility

LANGUAGES

- Arabic: Excellent
- English: Intermediate

