|  |
| --- |
| Muhannad Muhannad.312971@2freemail.com  |
| Nationality: CanadianDate of Birth: 18/05/1991Gender: MaleStatus: Single |

|  |
| --- |
| OBJECTIVES |

Seeking a challenging position with a well-organized and reputable organization in Accounting &Finance where i will be able to implement my full skills, knowledge and experience plus the opportunity to develop my career.

|  |
| --- |
| PERSONAL CAPABILITIES  |

Detail oriented, energetic, well presented Accountant with significant theoretical and hands-on experience drawn from education in accounting and practical experience. A motivational team player, recognized for initiative, performing above expectation and analytical thinking, with a proven track record of surpassing set organizational goals, exceptional communication, multitasking and planning skills. Core areas of strength:

|  |  |  |
| --- | --- | --- |
| * Accounts Payable & Receivable
* Bookkeeping & General Ledger
 | * Reconciliations
* Payroll & Taxation
 | * Accounting software’s
 |

|  |
| --- |
| PRACTICAL SKILLS  |

**Computer Skills**

* QuickBooks, Sage AccPac and SAP.

**Advanced Microsoft Excel Skills:**

* VLOOKUP, INDEX, Match Lookup, & Fuzzy lookup.
* IF Statement, IFSUM, COUNTIFS, & AVERAGEIFS.
* Logical formulas, Macros, & Charts.
* Power Query (Data importing) & Power Pivot table.

**Languages:**

* Able to read, write and communicate in English, Expert level
* Able to communicate in Arabic, Native language

#  PROFESSIONAL EXPERIENCE

**ACCOUNTANT March 2013-May 2016**

**ACCU Tax, ON, Canada
 Notable Achievements:**

* Trusted and assigned to manage the bookkeeping and income tax department after one year
* Trusted to be the only person on charge for the accounts collection
* Promoted from student trainee to an Junior Accountant

**Duties and Responsibility:**

* Post monthly transactions: GL, A/P & A/R
* Handled the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports
* Maintain account payable (A/P): verifying invoices from vendors, record payments within due date, verify invoices for validity accuracy, match invoices to receipts, and check all pricing.
* Maintain account receivable (A/R): Insure all payments are received within due date, customers billing, follow up on outstanding payments and sort outstanding issues with clients.
* Assist as required with the month-end accounts process and other assignments.
* Process bank deposits including trip to the bank and finance ministry.
* Calculate and process all employees’ payroll checks.

#  EDUCATION

**Wayne State University Mike IlitchSchool of Business**, **Detroit, Michigan MI, U.S.A**

Bachelor of Science Business Administration – Accounting **May 2016**

**ST. Clair College ON, Canada**

Diploma in Business Administration Accounting **May 2013**