



Hadi Hamzeh

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WORK EXPERIENCE

Office Assistant Manager

Oussrat al-Ikhaa alsourie [1 Sep 2021 – Current]

City: Latakia

Country: Syria

- Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty.
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Copies and/or duplicates materials as requested; may oversee day-to-day operation of copy machine; may prepare and transmit facsimiles for the unit.
- Establishes, maintains, processes, and/or updates files, records, and/or other documents.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May schedule or assist in scheduling appointments, meetings, and/or conferences, as appropriate to the position.
- May order, stock, and distribute office supplies.
- May run various routine errands, as required, for the unit/department.
- Performs miscellaneous job-related duties as assigned.

Human Resources Coordinator

Al-Manara University [15 Jan 2020 – 30 Aug 2021]

City: Lattakia

Country: Syria

- Assist with all internal and external HR related inquiries or requests.
- Maintain both hard and digital copies of employees' records.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
- Assist with performance management procedures.
- Schedule meetings, interviews, HR events and maintain agendas.
- Perform orientations and update records of new staff.
- Produce and submit reports on general HR activity.
- Assist with payroll and adhoc HR projects.
- Support other assigned functions.
- Keep up-to-date with the latest HR trends and best practice.

Financial Accountant

Zidan Company [8 Mar 2016 – 13 Jan 2020]

City: Lattakia

Country: Syria

- Prepare, review and analyze monthly financial statements.
- Lead the divisional month-end close process including the initiation, preparation and processing of journal entries for those distribution center operations.
- Collaborate with warehouse management and the finance team to ensure all parties have an accurate picture of the warehouse and divisional financial performance.
- Develop and maintain inventory controls and procedures to maintain accurate cost data for all products, safeguard company assets and ensure integrity of financial statements.
- Recommend process improvements to increase accuracy and timeliness of the accounting close and reporting process.
- Serve as the primary divisional contact for external auditors and other third-party regulators as it relates to warehouse operations. Prepare year-end schedules for auditors.
- Oversee billing and collections processes.

EDUCATION AND TRAINING

B.S in Economy, Accounting Department

Tishreen University [31 Oct 2013 – 9 Mar 2018]

Address: Lattakia (Syria)

LANGUAGE SKILLS

Mother tongue(s): **Arabic**

Other language(s):

English

LISTENING B1 **READING** B1 **WRITING** A2

SPOKEN PRODUCTION A2 **SPOKEN INTERACTION** B1

DIGITAL SKILLS

My Digital Skills

Microsoft Word / Microsoft Excel / Outlook / Microsoft Office / Google Drive / Zoom / Microsoft Powerpoint / Social Media / Power Point

DRIVING LICENCE

Driving Licence: B

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Active listening
- Teamwork
- Responsibility
- Dependability
- Leadership
- Motivation
- Flexibility
- Patience
- Empathy

COURSES

Courses

Al-Ameen for Accounting , Microsoft Office , Business English , Accounting and bookkeeping clerk.

MILITARY SERVICE

Exempt

[24 Oct 2019 - Current]