

Hanan Zamir

Accounts Payable

Contact

Bahraini



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Resume objective

Accounts Payable Intern with experience of financial operation, with an experience of purchases, income auditor and Accounts Receivable preparing and posting reports, and maintaining the utmost confidentiality. Possess a B.S.c in Accounting and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Accountant.

Professional experience

Purchasing Intern

University of Bahrain / Bahrain, Sakheer / MARCH 2017-MAY 2017

- Answering the important calls
- Filling the invoice.
- Arranging the LPOs
- Faxing.

Accounts Payable Intern

Ramada by Wyndham City Center / Al seef, Manama / 2020 – present

- Reconciling SOAs w/ Monthly Aging
- Daily emails and calls response
- Posting Monthly Purchases through FMC to SUN
- Posting Monthly Expense
- Posting Salaries
- Filling under assign files
- Payment Run
- Payment Void
- Issuing of Cheques

Education

Bachelors in Accounting

*University of Bahrain, Sakheer
2012 - 2016*

key skills

Analytical thinking, planning

Strong communication

Accuracy and attention to detail

Organization and prioritization

Problem solving

Team leadership

Certifications

AAT Level 3 / 2019

Al Moalem, Seef

ACCA / present

Al Moalem / Seef

Income Auditor

- Daily Reporting
 1. H.O.D Report
 2. Wyndham Report
 3. F&B Report
 4. Owner Report
- Weekly telephone Reporting
- Checking daily Discrepancy Report and Cover postings
- Daily Negative Transaction Check
- Monthly commission check
- VAT and Govt Levy Posting
- Incentives Recordings

Storekeeping

- Store Requisition
- Issuing the Goods
- Checking the goods Purchase
- Expiration date check

Purchaser

- Researching potential supplier, comparing the prices and quality to ensure best deal
- Monitoring inventory
- Ensuring delivery are conducted on time
- Inspecting the good on delivery
- Requesting quotations, Creating LPOs, and Processing orders

Cost Controller

- Controlling the F&B cost
- Daily checking and filling the Voids
- Daily checking of serving period
- Taking records of ENT and Discount for staff
- Verifying the purchases tally in FMC and SUN

Accounts Receivable

- Posting customers payment by recording cash cheques and credit cards
- Transferring the transaction on daily basis
- Follow up with the clients through mails and call
- Creating and maintaining the invoices