

MEDHAT HAMADA MAAMON

ABU DHABI – UAE

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## **Goals**

Continuing success in the organization through the contribution of all members of the work team through the experiences gained in external work

## **Personal information**

Place of Birth : Cairo – Egypt  
Marital status : single  
Language : Arabic / English  
Driving license : UAE – EGYPT.

## **Qualifications**

Bachelor of Commerce 2003 (I have Equivalency certificate)

## **Courses**

- An accounting course for financial reports and the final budget
- Microsoft Office
- Accounting software (Pitch tree - QuickBooks - Safety)

## **(Experiences)**

1. HR Manager assistant on Al Dhafra Irrigation Systems from 01/01/2016 till now: -
  - Cooperation between departments is one of the most important things that concerns administrative affairs, and this is what concerns me.
  - Finding solutions to any problems on the sites and quickly solving them.
  - Establishing the concept of leadership on scientific and practical foundations
  - Ability to work under pressure in all job tasks
  - follow all transaction workers (trade license – insurance car – tam system- tadweer)
  - Follow and employees transactions (new - Renewal - cancel a complaint - escape)

- follow immigration system for visa (new - Renewal - cancel - block)
- follow workers and follow-up measures to end the renewal (ID and medical applications)
- follow health card workers insurance.
- Overseeing the renewal of car ownership and insurance and fines and follow with the insurance company

**2-** PRO at EMC electromechanical company from 10/12/2012 to 31/12/2016 .

- Finishing Labor transactions and immigration
- Print cancellation Securities and renovations and identity
- The renewal of commercial licenses and the issuance of new licenses .
- Finishing Interior Ministry transactions
- Finishing Insurance personnel and equipment
- Finishing Abu Dhabi Municipality approvals and Abu Dhabi Distribution.
- Follow-up fines and Contraventions and resolves much as possible.
- Responsible for office rents, storage tanks

**3** -Accountant at Arsenal General Contracting from 01/10/2010 to 07/12/2012 .

- Preparation of the daily restrictions and introduced programs.
- preparation of the general budget At the end of the year
- preparation of the monthly salaries of workers and send it to the bank
- Follow-up accounts of suppliers and subcontractors
- Preparation monthly report of the accounts of suppliers and subcontractors
- Follow-up revealed bank accounts and analysis
- Follow-up payments to banks Projects
- Finishing the work and labor transactions

**4** -Mamduh Sittin foods company

- Accounting
- Follow-up customer accounts
- The work of a monthly report of the products sold
- Follow-up Customer contracts ( Spince - Carrefour)
- Follow-up customer satisfaction Field visits to improve the level of product and sales.