

## **CURRICULUM VITAE**

### **-Job Objective:**

Seek challenging roles in on organization that helps me to make strong contribution to organization goals through perseverance, hard work and continues developed of my personal skills.

### **Personal Information:**

1-Name: Ahmad Naim Fathi Abuquasmiyyeh.

2-Date of Birth: 29-6-1991.

3-Place of Birth: Kuwait.

4-Nationality: Jordan.

5-Email: ahmad.abuqasmyeh@gmail.com.

6-Mobile Number:0509316659.

7-Status: Single.

**-WORK EXPERIENCE:**

Company	Position	From	To	Duties and Responsibilities
Generalux L.L.C. (Dubai- UAE)	Accountant	20-2-2016	31-12-2017	1-Management of petty cash transactions. 2-Controlling credit and ensuring debtors pay on time. 3-Reconciliation of direct debits and finance accounts. 4-Ensuring all payments amounts & records are accurate. 5-Preparation of statutory accounts. 6-Working with journals, sales & purchase ledgers and spreadsheets.

**-EDUCATION:**

1-Master degree in Business Administration(General) from Al-Ain University of Science and Technology(Graduation year:2017).

2-TOEFL IBT score 66.

**-Skills:**

**Language skills:**

1-Arabic: Native.

2-English: Very Good.

**Computer Skills:**

1-ICDL Certification.

**Personal Skills:**

1-Creative, Hard working.

2-Fast learning with the ability to grasp all new instructions quickly & implement it effectively.

3-Massive ability in making fast& good communications & successful relation with others.

**UAE Driving License**