[Street Address][City, ST ZIP Code]

[Telephone] | [Website] [Email]

Abdu Hade

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| A knowledgeable account specialist who can keep the record of money after receiving it. A Very skilled person who is adept at using a computer to solve account related problems and can even work on a complex computer system. A Very talented person who can prepare accurate and error-free aging reports from auditing receivables. Specialist in many account-related tasks. | | |
| Professional Achievements |  | [field or area of accomplishment] [Achievement]  [Achievement]  [Achievement] [field or area of accomplishment] [Achievement] |
| SKILLS/CORE COMPETENCIES |  | Great knowledge of using the computer system and very knowledgeable in a computer network.  Keenly observe everything in Accounting for details.  Adept at solving problems and analysing them.  Vast experience of supervision and managing account department.  Passionate and always driven towards the targets to achieve them.  An active person who can deliver the task before the deadline.  Capable enough to perform other duties of account department.  Best written and verbal communication skills and very friendly towards the customers of the company. |
| Work History |  | ACCOUNT RECEIVABLE SPECIALIST [Dates From – To]  ABC Corporation from October 2009- Present  I am given the duty to maintain all active account files related to account receivables.  I supported IT specialist working in my firm in developing an expert archive system that can handle and manage account receivables.  I work in an accounting department of the company to see the impact of account receivables on the company’s customer’s relations.  I also keep the record of all the receivable invoices, and I am responsible for making an aging report.  I compile financial reports and try to provide best services to customers. ACCOUNT PAYABLE CLERK [Dates From – To]  XYZ Corporation from February 2007-2009  I initiated the management program that helped the whole company in time management.  I also managed monthly, quarterly and yearly account receivables of the company. [Job Title, Company Name, City, State] [Dates From – To] |
| Education |  | [Degree, School Name, Location, Date] You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. [Degree, School Name, Location, Date] You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. |
| References |  | [Reference Name] [Title, Company]  [Contact Information] [Reference Name] [Title, Company]  [Contact Information] |