



# MANAL HAMDAN

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Accountant with 2 years experience. Looking for growth opportunity to reach my full potential. I am passionate about accounting and eager for new challenges.

## EXPERIENCE

MARCH 2023-  
MARCH 2024

### ACCOUNTANT

Responsible for recording accounting transaction accurately in the accounting system. Complete database backups to secure financial information. Verifying documentation and request disbursements for payment preparation. Documenting financial transactions by entering account information. Other duties as required.

OCTOBER 2021-  
OCTOBER 2022

### ACCOUNTANT/ OFFICE MANAGER

Responsible for recording accounting transaction accurately in the accounting system. Managing stock inventory. Responsible for employees' salaries.

## EDUCATION

2016-2019

### BA ACCOUNTING AND FINANCE/ ARAB AMERICAN UNIVERSITY- JENIN

Graduated with GPA 3.3

2020

### SHAMEL SYSTEM COURSE

## SKILLS

- Strong understanding of accounting.
- Excellent communication skills, both verbal and written
- Ability to collaborate with other team members.
- Ability to meet deadlines with high accuracy.
- Ability to work independently with minimal daily direction.
- Exceptional attention to details.
- Proficiency with email and Microsoft Office applications.