

Essra Zawad

Accountant

Contact

Saihat, Saudi Arabia
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Education

JUL 2021 - MELBOURNE, AUSTRALIA
DIPLOMA OF ACCOUNTIN
(RMIT)

DEC 2020 - MELBOURNE, AUSTRALIA
CERTIFICATE IV IN ACCOUNTING
AND BOOKKEEPING
(RMIT)

JUN 2019 - OTTAWA, CANADA
ACADEMIC ENGLISH PROGRAM
(ALGONQUIN COLLEGE)

SEP 2018- OTTAWA, CANADA
GENERAL ENGLISH PROGRAM
THECANADIAN LANGUAGE
LEARNING COLLEGE (CLLC)

Key Skills

Soft skills: communication,
teamwork, work under
pressure, and time
management

Computers skills: MYOB
Accounting, Microsoft Office
(Excel, Word, and PowerPoint)

Objective

An enthusiastic, detail-oriented Accounting graduate from Royal Melbourne Institute of Technology (RMIT) in Australia, seeking a full-time entry-level Accountant position in which I can apply my skills and knowledge to benefit the organization.

Experience

7 NOV 2021- Present

SALMAN'S GROUP-NOOR CARTON AND PACKAGING INDUSTARY

- Prepare daily invoices for cash and credit customer.
- Review and audit the sales order and dispatch note.
- Track and record the payments from the customers and prepare deposits.
- Closing advances payment from cash customer.
- Prepare financial reports (Statement of Account/ Outstanding).
- Prepare monthly customer aging.
- Summarizes weekly customer wise (Sales/ Collection).
- Submitting monthly Vat sales.
- Process a new account for (Cash/ credit) customers.
- Process temporary account for credit customer.
- Reconciled accounts.
- Prepare credit note

Certificates

- **SOCPA (membership)**
- **STUDENT VOLUNTEER**
- **MISK VIRTUAL INTERNSHIP PROGRAM**