

Hisham Hammad Al-Hammad

Mobile No: +966555900244

E-Mail: Hishamhammad97@gmail.com

OBJECTIVE

To Acquire a Challenging Position In an Environment that Supports Teamwork, Promotes Leadership Qualities, Where I Can Best Utilize My Skills And Increase my Knowledge

EDUCATION

Institute of Public Administration (IPA)

2019

Diploma of Accounting

GPA: 4.5 / 5

Experience

- Payroll and Payments Officer, At Alinma Tokio Marine Company (ATMC) from 24/4/ 2019 to present.
 - Process and prepare payroll transitions in the system and be ensuring from all deductions (loan, attendance, GOSI, Government etc..)
 - Process and prepare daily payment transitions in the system (loan allowance, Business trip per diem, overtime, commission etc..)
 - Use GOSI system.
 - Calculate STB.
 - Upload WPS every month.
- CO-OP Training at samba Financial Group.

ACTIVITIES AND AWARDS

- Certificate of completed Principles of Financial Accounting- Accounting Framework Conducted with Dorroob Dec ,2018
- Certificate of completed Principles of Financial Accounting- Accounting Cycle Conducted with Dorroob Dec , 2018

SKILLS

- Good user in Microsoft Office (Excel, Access, Word, PowerPoint).

LANGUGES

Arabic: Native

English: Good.

REFERENCES

Available upon request.