

# Amer Ajjawi

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(226) 559-1699

## Summary

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A results-driven professional with a strong sales focus and over 6 years of experience in customer service and sales, complemented by 4 years of accounting expertise. Actively pursuing an opportunity within the field of customer service to leverage my skills.

## Highlights of Qualifications

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- Strong organizational skills
- Experienced leader in a dynamic fast-paced environment, with a proven ability to meet deadlines
- Efficient multitasker
- Detail-oriented with strong written and verbal skills
- Innovative and driven under pressure
- Excellent interpersonal and communication skills with an ability to build lasting relationships
- Experienced in sales and marketing
- Versatile with a variety of computer software

## Professional & Volunteer Experience

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### **Accounts Payable Clerk | Oxford Builders Supplies**

May 2022 – August 2022

- Completed and controlled expenses by receiving, processing, verifying, and reconciling invoices
- Assisted other departments with equipment or product purchases, tracking assets and accounts for accounts acquisition
- Maintained historical needs of all invoices, reports, receipts, and cheques by saving documents properly on the network.
- Verified vendor accounts by reconciling monthly statements and related transactions
- Confirmed subcontractor billed working hours, bonuses, and projects
- Maintained lines of communication with vendors and suppliers

### **Owner | ACA Tax**

June 2020 – December 2022

- Filed Personal Income Tax and Corporate Returns
- Completed Full Cycle Bookkeeping, Payroll, HST Remittances, and Bank Reconciliation
- Performed Journal entries and adjusted entries to create a post adjusted trial balance
- Provided investment strategy and diversification on class of stocks and dividends and used capital losses and pension splitting to reduce owing
- Assisted small businesses by implementing a new method of maintaining their accounting books and record keeping

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- Created Financial statements for small business and corporations including Statement of Retained Earnings, and Statement of Cash Flow
- Applied analytics and analysis to predict seasonality, profitability, and implications for future decision-making processes
- Utilized financial ratios to assess the company's financial health, liquidity, and growth and if complex financial instruments and diversification would be a viable option

## **Tax Assembler | Ernest and Young**

March 2021 - April 2021

- Photocopied and scanned tax returns and documentation (T4 Slips and investment receipts)
- Electronically filed documents into a Tax Electronic Document System
- Collated tax returns with correct schedules and attachments provided to the correct parties
- Packaged complete Tax Returns to be couriered back to clients

## **Residence Assistant | King's University College**

February 2021- December 2021

- Greeted and provided directions for students and guests
- Filed received and returned keys, assisted security in testing panic alarms and emergency procedures
- Managed and accounted inventory for residence

## **Tax Specialist | Brochu and Associates**

June 2020 – November 2020

- Specialized in individual, small business, farming, and corporate tax returns
- Organized client receipts for personal and business use
- Applied effective tax planning strategies for small business to maximize deductions and reduce tax owing with capital losses, investments, pension splitting, automobile and fuel expenses, meals and entertainment, and business expenses.

## **Education**

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### **Business Accounting Program | Fanshawe College**

May 2018 - May 2020

### **Software Engineering Program | Centennial College**

September 2022 - Present