

# HAMDA SALEM ALAMERI

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## EDUCATION

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**Salama Bint Buti**

**Abu Dhabi**

*High School Certificate*

2013

**Higher College of Technology**

**Abu Dhabi**

*Bachelor's Degree in Finance*

2020

- Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Investment Analysis, Economics, Business Law, Financial Management

## WORK EXPERIENCE

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**Control Application Emirates Company**

**Abu Dhabi**

*Trainee Accountant*

*Nov 2020 - Oct 2021*

- Filled invoices in Excel, specifically handling Etisalat bills.
- Checked entries for accuracy to maintain financial data integrity.
- Developed skills in financial documentation and accuracy.

**Arabian Construction Company**

**Abu Dhabi**

*Data Entry Specialist*

*2022-2024*

- Entered data in EPRO system in Arabic and English for Tas-heel and immigration.
- Arranged job offers for new employees, sending them for signatures online.
- Processed electronic pre-approval work permits and submitted scanned documents.
- Managed cancellation of work permits and scanned signed documents online.
- Renewed work permits for employees every two years and handled contract annexes for unpaid leave.

## SKILLS AND ADDITIONAL TRAINING

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1. Microsoft Office (Word, PowerPoint, Excel)
  2. Financial documentation accuracy
  3. Data entry in EPRO system
  4. Internet research
- Certificate from Dubai College of Tourism - Managing Stress
  - Certificate from Dubai College of Tourism - Creative Problem Solving
  - Certificate from Medyaf - Essentials of Finance
  - Certificate from Medyaf - Budgeting and Financial Decision Making