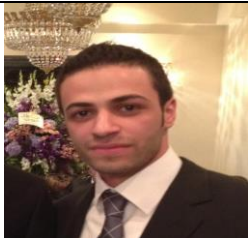


Resume

Abdulhadi Abotoq



From: Syria - Damascus
Live: Malaysia – Selangor
Contact No: 0060182448796
Date Of Birth : 03/03/1990
E-mail: **a.abotoq@gmail.com**

Professional Profile

- Good team-player.
- High communication skills.
- Serious in purpose in anything set to do, attentive to details and result oriented.
- Have good awareness with management practices and tactic.
- Fresh graduate with few experiences in work.
- Hobby: Playing football – Sport – Travel.

Employment History

Organization	Daaboul Industrial Group - Aluminum Coil Coating – Syria
Date	Mar. 2012- 2012 Sep
Position	• Inventory Accountant
Key Achievements	<ul style="list-style-type: none">- Learn Accounting program through Enterprise Resources Planning (ERP).- Enter Accounting entries to System, Inventory in use or in hand .- Manage the warehouses through monitor input and output inventory and scrap.- Make monthly reports for: Material Used, resulting Scrap , Cost Production.- Work with team.

Organization	BYBLOS Bank – Head office - Syria
Date	June. 2010- 2010 Aug
Position	• Internship
Key Achievements	<ul style="list-style-type: none">- Work in professional organization, recognition how this organization practices with employment.- Identify on all operations process in Bank , dealing with customer .

Education

- **University** : Cardiff Metropolitan University (London School of commerce , Malaysia Branch Westminster International College)
-**Study**: Master's degree of Business Administration MBA
-**intake** : 1st semester (20th, Feb. 2013) till (6th, Jan. 2014)
- **University** : International University for science & Technology (IUST) (Syria)
-**Study**: Bachelor's degree in Business Administration & Finance, Major in Accounting.
-**intake** : 1st semester (Sep. 2008) till (Sep. 2012)

Resume

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Skills	<ul style="list-style-type: none">• C.V , Write Skills in (IUST) University• Communication Skills in (IUST) University•
Language	Very good in English Language: reading, listening and speaking. Arabic language (Native).
Computer Skills	<ul style="list-style-type: none">• ICDL (International Computer Driving License Certificate in English) Excel Advance. Good Skills in word processing software MS. Word Good Skills in spreadsheet software MS. Excel Expert Good Skills in presentation software MS. PowerPoint• ERP Program (Great Plan Microsoft)

- Note: Credentials are available upon request.