

Yasmeen Shaqadan

**Address:** Doha, Qatar

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Dear Hiring Manager,

I wish to offer my candidature for the subject posts in your prestigious organization. I have ten years' experience of working as accountant assistant.

When reviewing the job requirement, I was excited to see that my qualifications and personal traits align with your needs and missions.

I strongly believe that I am a good fit for your company and would love the opportunity to become a valued member of your team.

I am confident that I am the employee you are seeking because I have all of the qualifications outlined in your job posting.

I am a performance-driven, insightful professional with proven managerial acumen and abilities to withstand work pressures deliver assignments and business goals without compromising on quality benchmarks.

Please review my resume for a complete collection of my work history and accomplishments.

I am confident that my skills and experience can be of direct benefit to your company, I look forward to meeting with you. Thank you for your time and consideration.

I look forward to speaking with you soon.

Best Regards,

Yasmeen Shaqadan

## RESUME

Yasmeen Shaqadan

Doha - Qatar

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### PERSONAL DETAILS:

**Designation** : Accountant assistant  
**Age & Date of Birth** : 34 Years, 13/04/1989  
**Nationality** : Jordanian  
**Educational Qualifications** : Bachelor degree in finance and exchange science  
Yarmouk University, Jordan-2011

### PROFESSIONAL EXPERIENCES:

**Duration:** May2023 - to present

**Job Role:** Nursery supervisor

**Nursery name:** Harmony nursery

**Doha- Qatar**

#### Responsibilities

- Be responsible for all administrative duties associated with the nursery, such as maintaining children's and staff personal information and records, maintains staff absence and timesheet records.
- Maintaining inventories, Maintaining office equipment, and stationery, supplied and re-ordering as required.
- Receiving the payments by cash and Credit/Debit Cards from the parents.
- Recording financial transactions in Quickbooks accounting software, including invoices, expenses, and payments.
- Welcomes visitors and families to the nursery and provides directions around the building as needed.
- Managing Nursery Department's petty cash/expenses.
- Registering and updating nursery children's information on the Ministry of Education website.
- To take day-to-day responsibility for health and safety of staff and visitors in the nursery developing, maintaining and reviewing the nursery's health and safety policy and practice.
- To answer the telephone in a friendly, professional and efficient manner - to troubleshoot and solve problems where appropriate, being proactive in decision-making and support with parent/career issues.
- Assisting with First Aid, ensuring medical forms are written and signed by parents, And Informing parents of any medical incidents as required during the school day
- Assist with Fire Drills throughout the year, writing Fire Evacuation Practice reviews after each drill for Health & Safety Committee.
- Overall management responsibility for the Nursery in the absence of the Manager.

**Duration:** Sep2017 -Jul2021

**Job Role:** Accountant assistant

**School name:** Greenwood international school

**Dubai -United Arab Emirates**

### **Responsibilities**

- Assist accounting managers in the preparation of annual budgets and income- expenditure patterns.
- Monitor accounts payable, following up on outstanding balances when required.
- Responding to customer inquiries, assisting in the resolution of complaints or problems by phone and email.
- Processing school receipts, invoices, and payments from customers and suppliers.
- Perform manual cheque processing.
- Managing petty cash transactions and issuing checks.
- Monitor and participate in inventory levels.
- Review, organize payment of salaries and distribute them via the delivery method employees have chosen.
- Prepare bank deposits, deposit receipts, and deliver to bank.
- Participate in quarterly and annual audits.
- Monitor income and expenditure in relation to the school's budget, and produce monthly reports.
- Analyzed various reports for all student accounts.
- Keeping the original copies of contracts signed with suppliers and reviewing the contracts and ensuring that they conform to the specifications and conditions of the school.
- Providing financial information to management by researching and analyzing accounting data; preparing reports.
- Assisting with tax audits and tax returns.
- Preparing of Bank Reconciliation Statements.
- Monitoring of day-to-day transactions and verification of vouchers.
- Granting the advances in accordance with the legal principles and working to recover them as soon as the reason for which they were granted has ceased to exist.

**Duration:** Mar2012 -Apr2016

**Job Role:** Accountant assistant

**Company name:** Delta Public Relations Company

**Doha -Qatar**

### **Responsibilities**

- Preparing deposit slips for cash and checking the collected per day.
- Recording the cheques collection received from clients.
- Making summary and report of bills given by suppliers.
- Issuing receipts, refund, credits or change due to customers.
- Preparing and issuing the cheques .
- Recording financial transactions in Quickbooks accounting software, including invoices, expenses, and payments.
- Receiving the payments by cash and cheque from the clients.
- Helping in reconcile and clear up accounts receivable.
- Managing petty cash fund.

### **Key skills**

- Thorough knowledge of basic accounting procedures.
- Maintaining customer confidence and protects operations by keeping financial information confidential.
- Ability to work as part of a team and take direction accurately.
- High level of accuracy.
- Highly organized in a way that is easy for others to read.
- Administrative skills.
- Punctual, reliable and must have strong communication skill.
- Attention to detail, prioritization skill and time management
- Quick learner with a positive attitude

### **Training courses**

- Accounting for Non-Accounts
- International Diploma certificate in E-Secretarial & Administration offices.
- Basic First AID & CPR training

### **ADDITIONAL INFORMATION:**

#### **Passport Details:**

**Passport No.** : Q199781  
**Date of Issue** : 18/03/2020  
**Date of Expiry** : 17/03/2025