

HAMIDULLAH ALAMYAR

Finance Clerk

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PROFESSIONAL SUMMARY

Detail-oriented Finance Clerk with a master's degree in commerce and over two years of experience in financial operations. Proficient in accounting regulations, spreadsheet management, data entry, and reporting. Skilled in Microsoft Office Suite with a strong focus on accuracy and reconciliation. Adept at multitasking and collaborating effectively in diverse environments. Eligible to work in Canada.

PROFESSIONAL EXPERIENCE

Finance Clerk - Vital Bite Service Company, Kabul, Afghanistan 2020 - 2021

- Prepared comprehensive financial reports including income statements, cash flow statements, balance sheets, and general ledger entries.
- Conducted thorough verification of accounts, reconciled discrepancies, and investigated variances.
- Maintained confidentiality while handling sensitive financial data and processed monthly payrolls.
- Utilized double-entry bookkeeping for accurate financial calculations and record-keeping.

English Language Instructor - Accueil Francophone, Winnipeg, Manitoba 2023 - 2024

- Developed and implemented tailored lesson plans to enhance students' English language skills.
- Facilitated engaging classroom activities and utilized various teaching methodologies to accommodate diverse learning styles.
- Provided constructive feedback to students to foster continuous improvement.
- Ensured a dynamic learning environment conducive to effective language acquisition.

EDUCATION

Master's Degree in Commerce (Finance & Accounts) - Nodia International University, India 2017 - 2019

Bachelor of Arts in Economics - Dawat University, Kabul, Afghanistan 2010 - 2014

SKILLS

- Accounting Regulations and Compliance
- Spreadsheet Management
- Data Entry and Reporting
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams)
- Attention to Detail and Reconciliation
- Strong Organizational and Time Management Skills
- Communication and Interpersonal Skills
- Multitasking and Adaptability
- Fluent in English, Pashto, and Persian

REFERENCES Provided upon request.