

AHMAD ZOUIKLI

10932 Beaumaris Rd Edmonton, AB, Postal Code: T5X 1Z6 | Phone: 780-982-6121 |

E-mail: zouikliahmad68@gmail.com

HIGHLIGHTS OF QUALIFICATIONS

- Highly Motivated, humble, goal-oriented, proactive and creative
- Four years of experience in accounting and one year of experience in Payroll processing
- Practical experience with Canadian experience on QuickBooks
- Prepared monthly and year-end financial statements and generated various payroll records
- Verified accuracy of account balances and prepared backup documentation for submission during a comprehensive three-year audit of financial operations
- Proficient with all 2016 Microsoft Office Suite (Word, Excel, Access, PowerPoint and Outlook)
- Over 10+ years of experience in the field of civil engineering research and implementation

EDUCATION

- Diploma of Accounting and Payroll Administration CDI College - Edmonton, AB 2017-2018
- Course of Introduction to QuickBooks 2013 and 2018, Edmonton Public Library 2018
- Course of Performing Payroll in QuickBooks 2015, Edmonton Public Library 2018
- Course of Personal Tax -T1, Liberty Tax School 2018
- Bachelor of Civil Engineering, Al-Baath University – Homs, Syria 1987-1989
- Advanced Studies in the field of sustainable development - Bari Institute, Italy 2001

WORK EXPERIENCE

Symmetry Accounting and Financial Solutions – Edmonton, Alberta **May 2018**

One-month Practicum experience on QuickBooks

- Payroll
- Bookkeeping
- Data entry

Sahara Restaurant – Edmonton, Alberta **Mar. 2016-Present**

Cook

- Setting up workstations with all needed ingredients and cooking equipment
- Preparing ingredients to use in cooking (chopping, peeling, cutting, etc.)
- Cooking food in various utensils or grillers
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the kitchen
- Check quality of ingredients and ensure all food and other items are stored properly

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Aldolia Car Dealership – Hama, Syria

2005-2008

Accountant

- Kept accounting records for all sold and leased cars and invoices
- Formulated complex pro-forma budgets.
- Calculated and implemented depreciation amortization schedules.
- Sold cars through my social environment and networking

Venus Restaurant – Hama, Syria

2003-2004

Accountant

- Handled customer transactions and resolve discrepancies
- Created and update databases and excel spreadsheets
- Reviewed payment statements for clients, verified transactions.
- Maintained positive customer rapport
- Prepared monthly payroll records

General Agricultural Research Commission, Hama-Syria

1995-2015

Assistant Researcher at the General Commission for Scientific Agricultural Research

- Supervised the construction of ground-water reservoirs in the agricultural district of the city of Hama
- Leded the implementation and establishment of buildings for the General Agricultural Research Commission
- Studied and designed the irrigation projects for crops and fruit trees.

Directorate of National Project Manager for transition modern irrigation in Syria

2006-2010

- Responsible for hiring employees.
- Studied, designed and set up the irrigation projects for crops and fruit trees.
- Membership of the pricing committee for irrigation systems in Syria
- Membership of the Sub – Committee for transition modern irrigation in Hama.

VOLUNTEER WORK

- Over +10 Years Volunteered with the Orphan Care Association in Hama - Syria
- Over +5 Years Volunteered with the Japan International Cooperation Agency (JICA) to helping Syrian farmers.
- Volunteered with the United Nation Development Program (UNDP) to helping Syrian Refugees inside Syria.

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REFERENCES

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Mahmoud Tarabeen (587) 778-1109