

# MAJED HAZZAA

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**Specialist in management and accounting with experience in office operations and digital workflows.**  
**Currently serving as Director at BlackBird Store Ltd.**

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## Core Skills

- **Business Management:** Over 3 years of experience in supervising daily operations and managing company processes.
- **Accounting & Financial Reporting:** Skilled in preparing accounts, annual financial reports, and confirmation statements for a UK-registered company.
- **QuickBooks Expertise:** Proficient in order management, invoice preparation, report generation, and data synchronization.
- **Microsoft Office Suite:** Experienced in preparing reports, documents, and presentations (Excel, Word, PowerPoint).
- **Design & Digital Marketing:** Strong background in graphic design and video editing (Adobe Photoshop, Premiere, After Effects)

## Work Experience

### **Director | BlackBird Store Ltd – London, United Kingdom (Remote)**

(07/2023 – Present)

- Manage daily company operations and oversee accounts.
- Prepare annual accounts and confirmation statements in compliance with UK regulations.
- Use QuickBooks for data entry, order management, and synchronization.
- Communicate with clients and ensure efficient order fulfillment.
- Prepare financial reports using Excel, Word, and PowerPoint.

### **Digital Media Designer & Manager | Daza Ajansi – Hatay, Turkey**

(09/2021 – 02/2023)

- Managed social media accounts for clients in Saudi Arabia and the UAE.
- Designed product images and promotional videos using Photoshop, Premiere, and After Effects.
- Delivered high-quality design and advertising tasks within tight deadlines

### **Product & Inventory Design Coordinator | Kerim Dairy Products – Hatay, Turkey**

(09/2019 – 06/2021)

- Designed product labels, flyers, and promotional materials.
- Supervised packaging, labeling, and export operations.
- Coordinated between the accountant and customs consultant for trade transactions

## Education

Bachelor's Degree in **International Trade and Management**

Iskenderun Technical University, Turkey (Expected Graduation: 2026)

## Languages

- **Arabic** – Native
- **Turkish** – Very Good
- **English** – Very Good