



Rawad Madkhaneh

Nationality: Syrian

Phone: (+963) 988808380

Date of birth: 01/01/1987

Gender: Male

Email address: rkmforfree@gmail.com

Address : Qudsya - AlRoda street, Damascus (Syria)

ABOUT ME

Military service : finished

WORK EXPERIENCE

Accounting Manager

Zahra Dental company [01/02/2019 – Current]

Address: Damascus (Syria)

Accounting Sector Manager.

responsible of all company transaction (sales and purchase), weekly report preparation for sales and cash ,preparation monthly salary and sales representatives commission and preparation Financial Statements

Accounting and Bookkeeping Clerk

ALBashaer National School [14/10/2017 – 01/02/2019]

Address: Damascus (Syria)

Inventory Controller

Responsible of purchasing and recording all teaching and activity accessories needed

Accounting and Bookkeeping Clerk

Al-Wateen trading company [01/09/2009 – 01/10/2010]

Address: Damascus (Syria)

responsible of on and out trading transaction in the company

responsible of inventory

responsible of recorded transaction in the company

EDUCATION AND TRAINING

Master in Quality

Syrian Virtual University [01/12/2017 – Current]

Address: Damascus (Syria)

CMA (Certified of Management Accountant)

IAC Center [04/05/2008 – 01/11/2009]

Address: Damascus

Faculty of Economics -Accounting

Damascus University [01/09/2004 – 01/04/2009]

Address: Damascus (Syria)

IA (Intermediat Accountant)

IAC Center [04/01/2006 – 27/04/2006]

Access Microsoft office (expert)

New Horizon Center [11/04/2007 – 29/10/2007]

LANGUAGE SKILLS

Mother tongue(s):

Arabic

English

LISTENING: C1 READING: C1 WRITING: C1

SPOKEN PRODUCTION: C1

SPOKEN INTERACTION: B2

ORGANISATIONAL SKILLS

Organisational skills

leadership (currently responsible of a team of 6 people)

Good Organizational Skills

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Excellent communication skills with colleagues and customers gained through my work experience and working as an electronics freelancer

JOB-RELATED SKILLS

Job-related skills

Proficient user of Al Ameen Accounting System.

Proficient user of Microsoft Office.

Good command of Computer and Internet.

NOTE

note

I have my private car so I am not concerned how far the workplace is from my residence