

Curriculum Vitae

Danny Abo Saadeh

PERSONAL INFORMATION

Name: Danny Abo Saadeh

Date of birth: 11/10/1983

Sex: Male

Marital Status: Married

Nationality: Syrian

Address: Damascus - Jaramana

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OBJECTIVE

To seek a challenging position in Accounting Department, or any other suitable opening, where I can utilize my intensified experience, whilst availing the opportunity to further grow on the professional level, and equally contribute to the growth of the company and play an effective role in the establishment and enhancement of the company's goals & objectives.

EDUCATION

Damascus University

Bachelor Degree in Banking and Insurance - Faculty of Economics.

ADDITIONAL EDUCATION

Successful completed ICDL course.

LANGUAGES

- Arabic: Mother tongue.
- English: Good.

PROFESSIONAL EXPERIENCE

- Worked at Stock Exchange Market. (2009 - 2010)
- Worked as an Accountant at Al Eyada Al Hadetha Clinic. (2010 - 2015 as a full time job/ 2015 - 2020 as a part time job)
- Worked as an Accountant at Blood Bank. (2015 - Present)

❖ *I was assigned by the following duties:*

- Prepare monthly payroll with relevant deductions and additions.
- Verify and process data related to employee status and changes, such as new hires, transfers, leaves of absence, resignations, and ensure that the HR database is updated on regular basis.
- Responsible for all employees contractual related matters as well as registration and deregistration of employees in social security, and preparation of the relevant payment vouchers.
- Prepare biannual salary reports to submit to the concerned authorities within the set timeframes in coordination with the Finance Department.
- Coordinate the addition of new hires and cancellation of departing employees from the medical and life insurance schemes.
- Responsible for checking & following up on the employees' attendance.
- Responsible for following up on the employees' probationary period process.
- Follow up with Finance Department to finalize the clearance and last payment of departing employees within the pre-defined timeframe.
- Maintain employees' records, personnel files and database.

SKILLS

- Proficient in MS Office.
- Efficient & Catalyst Team Member.
- Highly Self Motivated.
- Very Well Organized.
- Excellent Task Prioritization & Deadline Commitment.
- Strict Application of the Code of Conduct & Standard Procedures.
- Eager to Learn New Things and to Implement Same Effectively.
- Fast Learner.

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Danny Abo Saadeh