




Resume

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 3/9/1985
 Damascus
 Maraged
 Syrian

OBJECTIVE

to obtain a job within my chosen field that will challenge me allow me to use my skills in a way that is mutually beneficial to both my self and my employer and allow my future growth and advanced

EXPERIENCE

Financial Manager / 1/2023-until now Industrial City in Adra
Rajha Mika

- preparing monthly and quarterly reports for revenues ,expenses,suppliers and customers .
- Recruit, manage, and oversee all accounting departments; work with other accounting managers
- Create accounting strategies to maximize profits
- Manage payroll and taxes
- Regularly examine financial statements and ensure they are accurate and free of any errors
- Organize and update financial records; monitor all bookkeeping

Financial Manager / 10/2021-11/2022 Damascus -Baghdad Street
Al khateeb group

- preparing monthly and quarterly reports for revenues ,expenses,suppliers and customers .
- Recruit, manage, and oversee all accounting departments; work with other accounting managers
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Financial Manager / 1/2021-10/2021 industrial City in Adra
Palmyra

- Daily reporting.
- Analysing targets.
- Meeting with department heads.
- Managing and coordinating monthly reporting, budgeting and reforecast processes.
- Providing back office services such as accounts payable, collection and payroll.
- Monitoring cash flow.
- Liaising with accountant teams

Chief Accountant / 1/2020-12/2020 Industrial City in Adra
HADEED METAL INDUSTRIES COMPANY

- preparing monthly and quarterly reports for revenues ,expenses,suppliers and customers .
- Recruit, manage, and oversee all accounting departments; work with other accounting managers
- Create accounting strategies to maximize profits
- Manage payroll and taxes
- Regularly examine financial statements and ensure they are accurate and free of any errors
- Organize and update financial records; monitor all bookkeeping

AP Accountant / 1/2019-12/2019 Industrial City in Adra
HADEED METAL INDUSTRIES COMPANY

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements .
- Reconciling processed work by verifying entries and comparing system reports to balances

Warehouse Accountant / 6/2018-1/2019 Industrial City in Adra
HADEED METAL INDUSTRIES COMPANY

- determines the inventory accounting methods and also analyses the inventory related reports so as to

find the possible flaws in inventory storage, transportation, costing etc.

- monitor all the transactions related to inventory and keep himself updated about the inventory which has been used or the items that have to be stocked up for future use

Fleet Accountant / 1/2018-6/2018

Industrial City in Adra

HADEED METAL INDUSTRIES COMPANY

- Vehicle expenses control
- Preparing monthly reports of the expenses and revenues of the vehicle
- Prepare the monthly depreciation calculations for the vehicle
- Preparing reports of analyzing the expenses of the vehicle to try to control the expenses

Cashier / 8/2017-1/2018

Industrial City in Adra

HADEED METAL INDUSTRIES COMPANY

Collect cash, checks, and, payments from customers
Make change accurately and efficiently
Issue receipts to customers
Deal with returns and refunds as necessary
Maintain cash control over register drawer and verify amounts are correct.
Records all payments and Receipts in it's books.

AP Accountant / 10/2011-5/2012

jaramana

Waleed' brothers for production plastics pipes

MY DUTIES:

- Keeping track of all payments and expenditures, including, purchase orders, invoices.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly report

Sales Accountant / 11/2009-8/2011

Damascus - Electricity market

Alhamza company for trading electricity devices

Records all the sales'invoices in the accountancy program,confirmation with Customers,Control of out from the finished goods warehouse.

Accountant / 7/2008-9/2009

jaramana

Al-haitham Center for foods trading

Enter all purchases and sales 'invoices to Al-ameen program



EDUCATION

Degree in Economics - Accounting Department /

Damascus University



MILITARY SERVICE

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Finished



PROFESSIONAL SKILLS

- Exell , Excellent
- word , Excellent



LANGUAGES

- English , Very good
- Arabic , very good