

Zein Abou Rebieh

Email: zain.ar86@gmail.com Mobile: 0991037235 Phone: 3125019

Address: Mashrou Dummar, Damascus

Objective

To obtain position provides me an opportunity to capitalize my skills in the fields of accounting and banking.

Education

September 2010-June 2014 Bachelor degree in banking and Finance at International University of Science & Technology.

Work experience

Mar 01-2022 to Sep 01-2022 Medical, Life & Travel Underwriting& Claims Officer Insurance officer at Al Aqeelah Takaful Insurance.

- Issue and renew family and individual medical contracts.

Jan 01-2020 to Feb 01-2022 working at Samha Group as sales accountant

- Enter the daily voucher to each branch
- Prepare the order of clients to warehouse
- Monitor that the branch is delivered the package correctly
- Prepare monthly payment reports for branches

Prepare weekly, annually inventory count of goods report

Communicate to clients of branches

Jan 2016-Aug 2017 Accountant at Talis Samha NDS group treasury accountant, record transaction of procurement sales.

Training courses

- August 2020 Conversation English course at Ousos institute.
- October 2019 Microsoft Excel course at Ousos institute

<ul style="list-style-type: none"> • April-May, 2018 Attended Economic days 5 program and completed 68 hours training about operations Islamic bank at Sanad team for development with Syrian International Islamic Bank.
<ul style="list-style-type: none"> • January- March, 2018 English Skills level 4 at Advanced Language Training Center.
<ul style="list-style-type: none"> • March –June, 2015 Intermediate Accounting at Ousous Institution.
<ul style="list-style-type: none"> • February – April, 2015 Excel for finance at Sky Education Institution.
<ul style="list-style-type: none"> • 16-27/November, 2014 Training Course at investment and trading at Stock Damascus exchange
<ul style="list-style-type: none"> • April – June, 2010 English Course at British Council Intermediate 2a.

Skills

- Goal oriented and able to communicate effectively in a team.
- Microsoft Office &Erp canias, Al amen accounting program.

Activities

June 2011 participated at Youth exchange in Molndal, Sweden: Participation in the cultural youth exchange (Youth in Action Program) with students from Spain, Sweden, Jordan and Syria in Sweden/Molandal (workshops and presentations on cultural diversity).