

Zeinab Al_Romani

EDUCATION

The Technical Institute for Accounting and Finance 2006
Technical Diploma in Financial Markets

Damascus University 2012
Bachelor Degree in Economics

COURSES

Chartered Accountant from The Chartered Accountants Association
Al-Ameen from Damascus Trading Room
ICDL Certificate

WORK EXPERIENCE

Al-Emam Al-Khoumaini Hospital at Damascus Suburb, Syria: Treasurer 2006 - 2011

- Receiving of bills and cash

Real Estate Bank, Loans Department: Risks Administrator 2011- 2013

- Granting loans to customers after submitting guarantees
- Managing loan mail and loan installments
- Pursuing non-performing loans and transferring debts to account
- Transferring arrears of debts and opening judicial files after contacting customers

Real Estate Bank, Current Accounts Department: Associate Head of Department 2013 - 2021

- Opening and closing of current accounts, savings and deposits
- Printing check books
- General supervision of funds
- Transferring money to customers
- SYGS

Real Estate Bank, Loan Department: Assistant Manager 2020 – 2021

- Passing of checks to the cashier

Ice & Cake Company, Damascus, Syria: Senior Accountant 2017 - 2021

- Dealing with sales invoices, income, receipts and payments
- Reviewing companies' financial accounts information and offering advice and support concerning risk prevention and business development
- Preparing statements showing income and transactions
- Checking that company accounts are accurate and up-to-date
- Preparation of monthly payroll and administrating staff holidays and absences
- Helping to prepare annual accounts using computerized accounting systems
- Assisting junior member of staff with complex accounting and auditing cases
- Verifying financial calculations and ensuring everything is factual and correct

SKILLS

- Excellent communication skills
- Hard Working
- High accuracy in performance and attention to details
- Great adaptability
- Ability to work under pressure

PROFILE SUMMARY

I am an ambitious, motivated and multi-skilled Accountant with a keen eye for detail and working experience with accounts. I have excellent mathematical skills as well as being able to produce clear and concise reports offering sound advice on a variety of different subjects.

INFO

RESIDENCE:

The Industrial Area, Damascus, Syria

PHONE:

00963 955592046

EMAIL:

romani.zeinab@gmail.com

MARITAL STATUS:

Single

PLACE & DATE OF BIRTH:

Damascus, 2/7/1985

LANGUAGES

Arabic: Native

English: Good

COMPUTER SKILLS

Microsoft Office

Al-Ameen