



Rami Esmael

Dependable, organized and fast learner, hoping to obtain a position in a company where I can be of a positive added value by sharing my knowledge and experience.

Personal Information

Ramiesmael74@gmail.com

Address: Syria, Lattakia, Alzira'a roundabout

Phone number: +963944602711

Date of birth: 19/6/1986

Marital status : Married

Nationality: Syrian

Languages

Arabic : Native Language

English : Good

Skills

- Communication skills
- Self-management
- MS office, Browsing, Searching, and E-mail using.

WORK EXPERIENCE

• **Albasem Mobile store – owner (May /2003 – October/2016)**

Al Zira'a roundabout – Lattakia

- Managing the store staff and their scheduling.
- Paying the bills and managing cash flow using Alameen program.
- Work with the business to grow sales.
- Ensuring high levels of customers satisfaction through excellent service.
- Complete store administration and ensure compliance with policies and procedures.

• **Metro Trading Company – Head of Accounting Department (September /2017 – September/ 2022)** **8 Azar street - Lattakia – Syria**

- Preparing reports such as profit and loss statements, cash flow analyses, or balance sheets.
- Preparing tax returns for company, including income tax returns and corporate tax returns.
- Creating budgets and monitoring expenditures to ensure adherence to established budgets.
- Reviewing financial statements from external sources such as banks and investment firms.
- Developing and maintaining accounting policies and procedures

• **Freelancing – Auditor and financial control expert (December /2020 – till now)**

Lattakia - Syria

- Collating, checking and analyzing spreadsheet data.
- Examining company accounts and financial control systems.
- Gauging levels of financial risk within organizations.
- Checking that financial reports and records are accurate and reliable.
- Ensuring that assets are protected.
- Preparing reports, commentaries and financial statements.

EDUCATION

- **Bachelor's degree in Economics - majoring in insurance and banking (2016)**

Faculty of Economics – Tishreen University – Lattakia - Syria

REFERENCES

- **Bilal Ibrahim– CEO / +963 987 789339**