



RIMA KADADOU

ACCOUNTING MANAGER

PROFILE

5-JUL-1992



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29 may st.



I have experience as an accountant for 7 years in managing and supervising accounting operation, organizing and preparing annual inventory operations, analyzing accounting data and preparing financial statement

having bachelor's degree in accounting and excellent experience in Microsoft

PROFESSIONAL EXPERIENCE

Accounting Manager
dipndip /Damascous / 2015 2022

- Manage and supervise the daily operations and tasks that take place within the company's accounting department.
- Accounting data analysis and financial reporting
- Organizing and preparing annual inventories
- Developing and implementing new accounting systems to collect, analyze information and write reports on it
- Supervising the payment process of salaries and all payments and expenses
- preparing financial reports
- Preparing the final budget

Accounting software trainer
Taliattec Institute / Damascus / 2014 - 2015

- Training students in a practical way on the accounting programs (Al-Ameen , Al-Rashid and Al-Edary)

Assistant Accountant
Al-Lahham Kitchen Industry / Damascus / 2011 - 2012

- Entering the main data of financial transactions in the database on a daily basis
- Preparing and monitoring general ledger data
- Collect reports and summaries and inform the administration periodically

EDUCATION

*Damascus University,
Commerce and Economic
2010 - 2014*

Certificate of attendance for
the CIA course
Altanmya, Damascus-2020

Certificate of attendance for
the CPA course
Altanmya, Damascus-2019

Intermediate Accounting
Certificate
Altanmya, Damascus-2019

Commercial correspondence
certificate
New Horizons, Damascus-2018

Microsoft Office Certificate
New Horizons, Damascus-2016

KEY SKILLS

Strong communication



Tolerant and flexible



Organization



Problem solving



Team leadership

