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## **Alaa Darwish**

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### **Career Objectives**

I am seeking a position in a leading company, which will provide me with an opportunity to push forward my career both in professional and personal levels.

### **Personal Information**

Nationality : Syrian  
Date of Birth : 14/02/1978  
Place of Birth: Damascus, Syria  
Gendre : Male  
Military Service: Completed

### **Working Experience**

#### **Ahli trust bank (former Audi Bank-Syria):**

April/01/2009 □ May/17/2023: Financial Reporting Supervisor

- Preparing the financial statements at the end of month, quarter and year.
- Coordinate with the external auditor to deliver all requested reports and information in time.
- Preparing the daily and monthly reports group for the Central Bank of Syria.
- Reconcile all accounts with correspondent banks in addition to all General ledgers.
- Checking all journal entries related to accounting unit.
- Apply the modification requests on the banking system that related to term deposit accounts.
- Monitoring the monthly depreciation of the tangible and intangible assets.
- Handling the update of shareholders register that receives from DSE.
- Handling the monthly amortization of the commission received in advance.
- Handling the requested balance confirmation of clients.
- Coordinate with the inspector of Ministry of finance during the inspection of the income tax.

## **Syriatel for Mobile Communications:**

### July/01/2005- March/30/2009: Account Receivables Accountant

- Adjusting customers account through applying the proper transaction on billing system in coordination with Customer Service and Management Information Systems Departments.
- Prepare franchise and donation payments on monthly basis
- Maintaining roaming partners accounts by preparing journals(Tap out, Tap in, Issued or received payments,balance adjusting)
- Applying financial transactions(Interfacing between systems,bank deposit)
- Reconcile AR accounts with General Ledger
- Prepare financial reports related to AR upon finance management requirements
- Communicate with other parties within the department to solve any outstanding issue related to AR unit
- Check refund requests and apply the proper transactions on billing system
- Review AR accountants' work to ensure entries accuracy
- Responsible for maintaining and continuously improving Syriatel quality management system

### June/08/2004 □ June/30/2005: Point of Service Representative

- Welcome customers, answer and solve their inquiries
- Collect all types of payments from customers
- Promote and sell new GSM's, products and value added services
- Contribute to the enhancement of customers satisfaction
- Personal in charge during supervisor absence

## **Orient Club:**

### Jan/01/2003- Apr/30/2004: Accountant

- Controlling daily transaction and posting it to main casher
- Handle the accounts of club dealers(Issued or received payments, invoices and balance the books)

## **Performance Strengths**

- Ability to work under pressure and handle multitasks
- Ability to work in a fast evolving work environment
- Exercises good time management skills to meet deadlines
- Great communication and presentation skills
- Solid organizational, analytical and mathematical abilities

### **Computer Skills**

- Ms Office: word, excel, power point□
- Accounting program (AL Edari)
- Accounting program (Oracle Financial)
- Accounting billing system

### **Courses**

- IAS & IFRS (Bank Training Center)
- Oracle financial for accounting
- Career and personal development (Syriatel academy)
- Effective writing & report writing (Syriatel academy)
- English course- Upper intermediate English for business (Dream center)
- Solving problems (on line Syriatel academy)

### **Education**

- Academic Certificate:  
B.A Accounting - Damascus University
- Professional Certificate:  
Certified Accountant - Ministry of Finance (Council of Accounting & Auditing)

### **Languages**

- **Arabic:** Native language
  - **English:** very good
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