

Elias Boutros

Accountant



About Me

Enthusiastic warehouse employee with over 3 years of experience in interacting with customers.

Excellent customer service , problem solving and fast learning skills. I graduated in 2021 with a 72.1% GPA . I am seeking to further my skills and knowledge as an accountant.

Education

Master of Business Administration (MBA) (Nov 2022 - Now)

Higher Institute of Business Administration
(HIBA)

Faculty of Economy Major in banking and insurance.

(Sep 2017 - Sep 2021)

Damascus University
GPA : 72.1%

Skills

- Working well independently and as a part of team
- Self - Organized
- Time management
- Communication and leadership skills from being a member in scout for 13 years

Languages

- **Arabic: Mother Tongue**
- **English: Well**
- **French: Good**


Personal Information

Date of birth: 25th of may 1998

Marital status: single

Military Service : Exempt

Contact

 +963-931 462 560

 Boutroselias79@gmail.com

 eastern-Tijara ,Damascus,
syria

Volunteer History

**RELIGION EDUCATION INSTRUCTOR,
LADY OF DAMASCUS CHURCH**

(2016-Present)

- *Organizing weekly meeting covering spiritual topics and recreational activities.*
- *Designing interactive learning activities that develop teamwork and creativity for kids*

**SCOUT OF SANABEL AL-MAHABEH,
LADY OF DAMASCUS CHURCH**

2009-Present

- *Organizing scout-based activities and camping techniques.*
- *2016- present A musical instructor in the musical band.*

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Experiences

Caritas Syria- Executive Office Accountant (Apr 2023 - Present)

- Cash Officer.
- Medical project accountant (Tasked).
- Recording daily expenses.
- Checking the expenses related to the projects in the governorates.
- Ensure that project follow the budget.

Manarat Al-Omran for Cladding and Interior Decoration.

Accountant: (Apr 2022- Sep 2022)

- Recording journal voucher.
- Monthly closing assistance.
- Prepare Daily,Weekly and monthly report about department work
- Checking cash movement and bank's transactions.
- Archiving.
- Prepare Debit Notes for other companies.
- Carry out assets inventory

Al-Inaya Drugstore LTD

Warehouse Supervisor:(Aug 2021 - Apr 2022)

Warehouse stuff:(Jun 2017 - Aug 2021).

- Ensure FIFO in all order
- Monitoring stock on daily base
- Following stock control policies and managing deliveries to orders
- Training incoming staff regarding the warehouse's procedures and practices

Courses

Al-Ameen of Accounting and Warehouses.(30 Hours)

Oct 2021 - Nov 2021

DDISC Center

Intermediate Accounting. (40 Hours)

Dec 2020

Harvest Training Center
(TAGCO-IFAS)

Business Administration Diploma.

June 2020 - July 2020

Level Up

Human Resources Management Diploma.

June 2020 - July 2020

Level Up

Training

Communication Skills.

Nov 2021 - Dec 2021

First Class

Effective Communication Strategies.

Mar 2019

Coach Christina Kashar

Working Effectively As Team.

June 2018

Coach Christina Kashar