

# MHD MANAR ALSAMADI

+963-956-665-900

SY-Damascus-Masaken Barzeh

alsamadimanar@gmail.com

## EDUCATION









### BUAK University 2017

Bachelor Degree in Business  
Management - Islamic Economics  
Damascus

### Al-Hadara Inst 2018

Tourism Facilities Management  
Damascus

## COMPUTER SKILLS

- Microsoft Office Excel 
- Microsoft Office Word 
- Microsoft Office Power  
Point 
- Microsoft Office Access 
- SPSS Statistics 
- Al-Ameen Accounting  
System 
- BAZAR Accounting  
System 
- Minerva Accounting  
System 



LObtain an opportunity to utilize my strong work ethic and multitasking ability to handle simultaneous highpressure and volatile situations with professionalism and efficiency. Strong negotiation and presentation abilities in a variety of languages and cultural environments.

## WORK EXPERIENCE

### AXIS GROUP DAMASCUS 2015-2018 Sales Officer / Marketer

Selling products to customers and assisting them in providing products, services and commodities that meet their needs and desires. Concluding agreements, contracts and sales deals with customers and agreeing with them on delivery times for goods. Follow-up on all products and services provided by the company on a regular basis.

### ILIA Company LEBANON - Alrumilah Financial Accountant 2018-2020

Manage all accounting operations of the branches. Manage and track all financial movements and update purchases and sales records. Maintain backup copies of financial records. Entering accounting data and financial files into computer systems. Preparing the periodic budget for each branch separately.

## TRAINING COURSES

- **Course in Communication Skills**  
DAMASCUS 2016
- **Course in Syrian Securities Exchange**  
DAMASCUS 2017
- **Course in CPA SY**  
DAMASCUS 2021

## PERSONAL SKILLS

- **Good Communication Skills**
- **Logical**
- **Analytical**
- **Can Multi-task**
- **Hard working**

## LANGUAGES

- **Arabic**
- **English**

## WORK EXPERIENCE

- **NOUR ALDEEN TEX**      **DAMASCUS 2020 - Present**  
**Financial Accountant**  
Manage all accounting operations of the branch. Manage and follow up all financial movements and update sales and purchase records. Maintain backup copies of financial records. Entering accounting data and financial files into computer systems. Preparing the periodic budget for the Damascus branch.  
**part time job**
- **SYBAR - Damascus**      **DAMASCUS 2021 - Present**  
**Countryside**  
**Financial Accountant**  
Entering accounting data and financial files into computer systems. Archiving and organizing financial operations. Maintain and study records of government agencies. Maintain accounting controls by recommending policies and procedures.