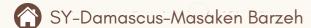
MHD MANAR ALSAMADI







EDUCATION

• BUAK University 2017

Bachelor Degree in Business Managment - Islamic Economics

Damascus

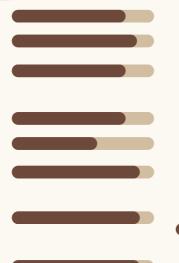
Al-Hadara Inst 2018

Tourism Facilities Management

Damascus

COMPUTER SKILLS

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





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 Financial Accountant
 Present

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 Countryside Present
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.