

PERSONAL INFORMATION

Liyan Emeil Khalil



- United Arab Emirates
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- Liyan khalil

Sex: Male | Date of birth: 20/01/1991 | Nationality: Syrian

Studies applied for

Bachelor's degree in commerce and economics, the competence of Accounting at Damascus University.

Personal statement

Always strives for progress and development, and to expand the horizon of life, through field studies in economics, which is a global system depends on the skill and precision and organization.

WORK EXPERIENCE

(01/02/2022-Present)

Sajaya Contracting LLC – Al Qusais – Dubai - UAE

Purchasing Officer

Accounting Program:

SAGE 50

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Attending product launches and networking with industry professionals.
- Establishing professional relationships with clients as well as vendors and suppliers.

(01/05/2018-01/09/2021)

JC&T Company - Dekwaneih -Beirut-Lebanon

Accountant

Accounting Program: ONYX

- Entering data and information.
- Classification, recording, posting, and summarizing financial operations.
- Documenting movements, financial records, purchases, and sales.
- Preparing the necessary reports, lists, financial tables, and accounting books on a regular basis.
- Preparing the trial balance and the income statement.
- Preparing tax data: VAT tax every three months.

(13/10/2016 -1/11/2020) **Fadi al deb – Building Materials Trading – Sin Al Fel - Beirut-Lebanon**
Accountant **Accounting Program: ALBAYAN**

- Entering data and information.
- Classification, recording, posting, and summarizing financial operations.
- Documenting movements, financial records, purchases, and sales.
- Preparing the necessary reports, lists, financial tables, and accounting books on a regular basis.
- Preparing the trial balance and the income statement.

(01/02/2017 –06/01/2018) **Asco Auto Parts – Chouefat - Beirut-Lebanon**
Accountant **Accounting Program: MAILZERO**

- Entering data and information.
- Classification, recording, posting, and summarizing financial operations.
- Documenting movements, financial records, purchases, and sales.
- Preparing the necessary reports, lists, financial tables, and accounting books on a regular basis.
- Preparing the trial balance and the income statement.
- Preparing tax data: VAT tax every three months.

(01/03/2013 –28/05/2016) **Suriana - Damascus - Syria**
Administrative Assistant:

- General supervision and regulation of the workflow and the provision of shortcomings and needs.
- Evaluate the performance of employees based on performance record.

(01/01/2011–15/01/2013) **Rehabilitation of the Syrian private university project - Damascus – Syria**
Project Accountant:

- Entering data and information into computer systems such as invoices, financial documents, daily entries, exchange orders, and all different accounts
- Preparing financial reports and providing financial information to the concerned administrators

(01/05/2010–01/01/2011) **Rehabilitation of the Syrian private university project - Damascus - Syria**
warehouse guard:

- Keeping book for input and output material.
- Doing all the receipts and check items.
- Secure storage area for materials.
- Registration of varieties in appropriate ways to breed cards.
- Supervise the cleanliness and order of materials and equipment.

EDUCATION AND TRAINING

- (10/05/2016 – 20/05/2016) **Al-Ameen System for accounting and warehouses**
 training organisation's name and locality: Syrian soft \ Syrian Arab Republic
- (07/10/2015 – 10/01/2016) **Human Resources Assistant** Grade at: Excellent
 training organisation's name and locality: UNRWA, engaging youth \ Syrian Arab Republic.
- Human resources planning (analysis and characterization and design functions, requirements planning, recruitment, selection).
 - Human resource development (performance evaluation, training, management development, organizational development).
 - Compensation of human resources.
 - Personnel management.
- (01/04/2015 – 01/07/2015) **Companies Accountancy** Grade at: very good
 training organisation's name and locality: UNRWA, engaging youth \ Syrian Arab Republic.
- Registration and regulation of all matters relating to spending and income in the financial records of the company according to general accounting principles.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Very good	Very good	Very good	Very good	Very good

skills Good communication skills, good organizer, and easy adaptation to different cultures with networking skills.

Computer skills ▪ good command of Microsoft Office™ tools.

Other skills ▪ good command of photo editing software gained as an amateur photographer, Obtained by working as a photographer in the Alnahda newspaper.

Driving licence licence category Syrian (B).