

GHAITH ALKURDI



Personal Information

Date of Birth 1987-05-07
Nationality: Syrian
Marital Status: Married
Military Service: Exempted

CONTACT

 Muhajreen Damascus Syria
 +963-11-3321553
 +963-944-804034
 ghran01@gmail.com
 [linkedin.com/ghaith.kurdi](https://www.linkedin.com/ghaith.kurdi)

Languages

Arabic: mother tongue
English – B2

Education

Bachelor Degree: **Accounting** - 2015
Faculty of Economics, Damascus University

Courses

- Attending courses of (Certified Internal Auditing) in 2017 by Magdy Sahlul Center
- A comprehensive banking courses in 2018 by international bank for trade and finance
- CFA chartered financial analyst course in 2019 by BDI institute

References

- Mr. Baraa katerji / +963-955-322229
Finance manager, Katerji Group Holding
- Mr. Yasser shahbandar / +963-944-335600
Branch manager, Muhanna for sweet

Summary

Dear all and to whom it may concern,
Let me start by these few lines before introducing myself to you through my brief and direct resume.

I assure you that among all applications you will receive I'm the one who you will not regret considering his resume.

During my career in the past years at the financial department, I was doing more than the best to be always reliable, trust worthy and discrete, and perfect in following up and fulfilling my duties in the best required time and way.

I wish to be considered by you as I know that I'm the perfect match for this vacancy.

Experience

Finance Management 2016 – till present

Katerji Group Holding Company, Damascus Syria

- Opening current accounts for companies with banks.
- Following up on cash payment and bank transfer orders.
- Issuing bank guarantees.
- Obtaining bank facilities and loans.
- Implementation of financing requests for companies and the. method of obtaining liquidity in proportion to the priority of obligations.

Accounting consultant 2010–2015

Allo Syria Telecom Company, Damascus Syria

- Follow up on everything related to the company's activity and business, including sales, purchases, inventory, and balances of customers and suppliers.
- Managing accounts of all branches, warehouses and balance-sheets
- Managing the accounts of branches and stores and creating the final budget.
- Constant communication with clients and submitting reports to management related to the company's performance.

Branch Manager 2006–2010

Muhanna for sweets, Damascus Syria

- Follow up of orders and stock inventory
- Responsible for sales and cash collection
- Satisfying the customer and finding a solution to any complaint submitted by him to improve the company's position

SKILLS

Physical Organization

Creativ thinking, Effectiveness, Productivity

Planning

Analyzing issues, Decision making, Project management, Proactive and Dynamic

Team Work

Collaboration, Delegation, Goal setting, Group leadership, Work under pressure, Handle multitasks

Computer skills

- M.S office package, Microsoft outlook express, internet
- Accounting Programs including (Al-Ameen, Al Khazen, Al-Sahli, Al-Rasheed).
- Commercial Correspondence and Organizing Document Cycles.
- Managing accounts including commercial, industry and service accounts
- Programming Languages: JavaScript, HTML5, SQL, MySQL.