






Abd Alsalam Hamdi

account manager

Personal Information

 Age	30 Years
 Gender	Male
 Nationality	Syrian
 Experiences	10 years
 Military Service	Exempt

Contact Information

 0962820841
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 Aleppo , Aleppo



Education

2013 2020 **Bachelor Degree in Faculty of Economics**
Grade 68
Aleppo University


2011 2012 **Deploma in Medical technical Institute anesthesia and resuscitation**
Grade 78
Aleppo University

Courses

01 - 2023 **dynamics 365**
Syrian Society for Scientific Research

12 - 2022 **Cholera response**
Syrian Arab Red Crescent

Skills

- Advanced Excel 
- Albyan Accounting Program 
- Health information system 
- Printing 
- ICDL 

Languages

- French 
- English 
- Arabic 

09 - 2022 **Disability Awareness and Integration**

Syrian Arab Red Crescent

08 - 2022 **BSAFE**

unicef agoora

07 - 2022 **financial management for construction companies**

Al mutawasset For Contracting

05 - 2022 **Investing in the stock exchange**

Union of Charities

03 - 2022 **Information Security System ISO 27001**

Syrian Center for Quality Experts

01 - 2022 **Quality Management System ISO 9001**

Syrian Center for Quality Experts

05 - 2021 **International Humanitarian Law**

Syrian Arab Red Crescent

03 - 2021 **Disaster management**

Syrian Arab Red Crescent

09 - 2020 **Communication Skills**

Youth Empowerment Center

03 - 2020 **Fundamentals of Banking**

Youth Center

05 - 2018 **Cardiopulmonary resuscitation (CPR)**

Syrian Recovery Council

07 - 2017 **The Basic Life Support (bls)**

Syrian Recovery Council

Work Experience

12 - 2023 **account manager**
Until now **at Emkan Flexible Office Services**

Preparation of financial reports for the current financial situation of the enterprise Studying, collecting and analyzing financial data to provide information and insights on performance, financial position, liquidity and cash flows Preparation of public and private budgets, income statements, profit and loss reports, income and expenses Manage and follow up the calculations of any incoming or outgoing financial resources Submit periodic financial reports to the board of directors and the concerned departments Maintaining the confidentiality of financial statements, archiving and organizing financial operations Entering accounting data and financial files into computer systems Provide suggestions and recommendations to management to improve the utilization of assets and resources Manage the tax payment process to avoid any government sanctions

09 - 2023
Until now

account manager
at Rakaez Contracting Company

Evaluating, analyzing and approving disbursement and payment requests. Performing cash balancing on a daily and weekly basis. Conducting projects feasibility studies. delivering funds to suppliers, workers and employees, receiving cash flows, and approving the liquidation of advances after reviewing invoices.

06 - 2020
09 - 2023

Private Teacher
at Faculty of Economics

Teaching feasibility studies and related software for faculty of economics undergraduates of all specializations.

11 - 2020
09 - 2023

Data entry and report preparation
at Syrian Arab Red Crescent

patients data entry on Microsoft Office and on the cercsent's designated platform. preparing daily, monthly, semi-annual and annual reports, preparing reports of motor aids distributed to beneficiaries Sending reports to Syrian cercsent HQ. Making and maintaining a data base of patient files and reports

03 - 2017
09 - 2023

operating room/intensive care
unit
at Al Razi Hospital

Preparing the patient before and after surgery in terms of vital signs, giving anesthetic drugs, coordinating with the specialist doctor, the rest of the surgical departments, and performing cardiopulmonary resuscitation

04 - 2021
01 - 2023

intensive care unit
at alsalam hospital

06 - 2021
12 - 2021

intensive care unit
at Al , Dabeet Hospital

08 - 2020 **intensive Care Unit**
04 - 2021 **at Al, Shehaba Specialist Hospital**

08 - 2020 **Covide intensive care unit**
11 - 2020 **at Martini Hospital**

05 - 2015 **Accountant/intensive care unit**
01 - 2020 **at Prince's Hospital**

02 - 2013 **intensive care unit**
08 - 2019 **at Al-Furqan Hospital**

02 - 2014 **Operating room**
08 - 2016 **at Aleppo Al , Ahli Hospital**

05 - 2016 **volunteer**
07 - 2016 **at WHO**

Field supervision of volunteers in mobile teams

01 - 2016 **operating room**
04 - 2016 **at Al-Bassel Center for Heart Surgery**

08 - 2015 **intensive care unit**
01 - 2016 **at University Heart Surgery Hospital**

08 - 2014 **operating room**
01 - 2015 **at University Heart Surgery Hospital**

09 - 2013 **operating room**
01 - 2014 **at Aleppo University Hospital**

01 - 2013 **operating room**
01 - 2014 **at Children's Specialist Hospital**

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