



# ABDULLAH ALARNAOUT

ACCOUNTANT

Eastern Gota - Deir al-Asafir, Damascus Countryside  
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## ABOUT ME

I am eager to embrace new challenges and gain further experience within a prominent organization where I can both leverage and enhance my academic background and professional expertise. My proficiency in thriving under pressure allows me to adeptly manage substantial workloads and consistently meet critical deadlines. Furthermore, I excel in fostering and sustaining productive team dynamics, ensuring collaborative success in a team-oriented environment.

## LANGUAGES

ENGLISH

ARABICK

## WORK EXPERIENCE

### DUMMAR MEDICAL CENTER

Damascus  
Feb 2023 - Present

#### Internal Auditor

- Conducted comprehensive audits across all operational departments, ensuring alignment with organizational policies and procedural consistency.
- Assessed the management of human resources, assets, and public property for efficiency, effectiveness, and procedural integrity.
- Evaluated annual operational plans for departmental performance against established goals, focusing on efficiency and effectiveness.
- Provided senior management with regular reports detailing departmental achievements, issues, and discrepancies.

### DUMMAR MEDICAL CENTER

Damascus  
Mar 2019 - Jan 2023

#### Account Manager

- Conducted comprehensive audits of expense and revenue records to ensure financial accuracy.
- Performed detailed departmental audits, including dental, laboratory, and clinical operations.
- Managed pharmacy inventory tracking and audited pharmaceutical purchase invoices for cost control.
- Prepared meticulous monthly reports on revenues and expenses to support financial transparency.
- Oversaw payroll processing for doctors and technicians, maintaining strict adherence to budget allocations.
- Supervised accounting staff, ensuring timely execution of financial tasks and adherence to accounting standards.
- Developed monthly income statements, contributing to strategic financial planning and analysis.
- Crafted budgets based on historical data analysis, optimizing resource allocation and financial forecasting.
- Maintained accurate balance sheets, ensuring a clear snapshot of the company's financial position.
- Collaborated in strategic planning for the department, enhancing operational efficiency and service delivery.
- Monitored departmental service costs, implementing measures to optimize expenditure and improve profitability.

### PRIVATE COMPANIES

Kingdom Of Saudi Arabia  
Jan 2020 - Present

#### Account Manager

- Expertly navigated dashboard analytics to optimize account performance.
- Proficient in interpreting income statements for strategic financial planning.
- Skilled in creating compelling graphs to illustrate sales trends and forecasts.

### AL SHAFQA SOCKS FACTORY

Damascus  
Mar 2020 - Present

#### General accountant

- Managed financial operations as a General Accountant in the textile retail sector, ensuring accuracy and efficiency in part-time capacity.

### UBBAHA

Damascus  
Mar 2019 - Dec 2019

#### Auditor

### SYRIAN TRUST FOR DEVELOPMENT / UBBAHA /:

Damascus  
Jun 2017 - Mar 2019

#### Financial officer

- Managed daily financial transactions, encompassing both revenue and expense entries.
- Maintained accurate records of daily manufacturing operations.
- Oversaw logistics accounting for the transportation of goods from warehouses to retail locations.
- Processed and recorded purchase invoices with precision.
- Diligently entered sales invoices to ensure accurate revenue tracking.
- Conducted regular warehouse inventory checks and executed necessary inventory adjustments.
- Compiled comprehensive monthly financial reports, including income statements, balance sheets, and equity changes.
- Generated detailed monthly sales reports by item to inform strategic decision-making.
- Performed meticulous bank reconciliations to maintain financial integrity.
- Administered payroll operations, ensuring timely and accurate employee compensation.
- Executed monthly settlement adjustments for accounts receivable to maintain accurate financial records.
- Calculated monthly asset depreciation, contributing to precise financial analysis and reporting.

### DUMMAR MEDICAL CENTRE

Damascus  
Nov 2015 - May 2017

#### Accountant

- Managed accurate recording of financial transactions, including expenses and revenue entries, ensuring data integrity.
- Processed purchase invoices efficiently, maintaining organized accounts payable.
- Generated and issued precise invoices to various departments, contributing to streamlined interdepartmental billing.
- Compiled and presented daily revenue reports, providing critical financial insights for decision-making.
- Handled cash transactions with departments and executed timely payments to suppliers, maintaining robust cash flow management.

## EDUCATION

### DAMASCUS UNIVERSITY

Damascus  
2018

#### Graduated From Faculty of Economics

- Earned a Bachelor's Degree in Economics from Damascus University (2018) with a 74.5% GPA.

## SKILLS

MS OFFICE PROGRAMMES

ACCOUNTING PROGRAMMES

## COURSES

Nov 2024

#### Studying CMA online

May 2023

- Certificate from Kingston's team of coaches, "How Successful People Think".

Mar 2023

- Certificate from Kingston's trainers team "Leadership Skills 978".

Jan 2023

- Supply chain management at venture

### SROUJI GROUP

Aug 2022

- World financial Markets course

Feb 2022

- Leadership preparation course

Nov 2021

- Leadership & Goals course

Aug 2021

- Advanced Excel course at the Development Corporation

Feb 2021

- Diploma in financial analysis at the Development Corporation

Feb 2019

- Leadership and goal setting course with trainer Hind Nofal

### UNRWA

Aug 2018

- Advanced Accounting course / Engaging Youth Project /

### UNRWA

Mar 2018

- Employability Skills course / Engaging Youth Project /

### AL BASEL HOSPITAL

Apr 2017

- Certificate of Risk Management and work continuity course

Jan 2016

- An Awareness Course referring to OMS ISO 9001:2015