



DANIA JRZO

Nationality: Syrian **Date of birth:** 30/01/1995 **Gender:** Female

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Damascus (Syria)

ABOUT ME

Experienced accounting professional with a meticulous approach to financial management. Proven skills in financial analysis, bookkeeping, and process improvement. I have very high communication skills with customers and corporate managers and a dedicated team player with a commitment to accuracy and compliance. Eager to contribute expertise to the success of the accounting department.

EDUCATION AND TRAINING

Bachelor's Degree In Economics

Bachelor's degree from the Faculty of Economics [15/09/2014 – 14/12/2018]

City: Damascus

Country: Syria

Website: <https://damascusuniversity.edu.sy/eco/>

Technical Diploma In Banking And Financial Sciences

Technical Institute for Banking and Financial Sciences [15/09/2012 – 14/09/2014]

City: Damascus

Country: Syria

Website: <https://damascusuniversity.edu.sy/tibfsd/>

Diploma in International Computer Driving License (ICDL)

Engineering Center For Professional Sciences [26/06/2014]

City: Damascus

Country: Syria

Training Certificate In Accounting

AL-SHATTA For Technical Eng. [14/12/2014 – 16/03/2015]

City: Damascus

Country: Syria

Website: www.aste-net.com

Certificate In The Jurisprudence of Financial Transactions

AWQAF Directorate Of Damascus [2013]

City: Damascus

Country: Syria

WORK EXPERIENCE

Accounting Manager

(AG Moda) Clothing Export Company [2020 – 2023]

City: Istanbul

Country: Türkiye

I used to work as an accountant in a clothing company, in addition to handling marketing operations and communicating with shipping companies. I also directly communicated with customers in the Arab world, Europe, and America, aiming to provide the best possible service that reflects a positive image of the company.

Accountant

KADREE Office for Audit and Accounts (For its owner the certified accountant

MUHAMMAD Nazim Kadree) [2015 – 2020]

City: Damascus

Country: Syria

- Accountant & Auditor
- Accounts for housing associations
- Craft associations

(AL SAHLE Accounting Program - Microsoft office)

Accountant

AL-NUSUR Cooperative Society for Housing and Vacation. [2016 – 2018]

City: Damascus

Country: Syria

- Dealing with members
- Receive the money
- Report members
- Organizing the association's accounts.

(AL SAHLE Accounting Program - Microsoft office)

Accountant

ZELAL AL NAKHEL association for housing [2015 – 2020]

City: Damascus

Country: Syria

- Dealing with members
- Receive the money
- Report members
- Organizing the association's accounts.

(AL SAHLE Accounting Program - Microsoft office)

Accountant

AL-SHATTA For Technical Eng. [16/03/2015 – 16/06/2015]

City: Damascus

Country: Syria

I worked at Shatta Technology Company, where my role involved categorizing files and salary tables.

LANGUAGE SKILLS

Mother tongue(s): **Arabic**

Other language(s):

English

LISTENING C1 READING B2 WRITING B2

SPOKEN PRODUCTION B2

SPOKEN INTERACTION B2

Turkish

LISTENING B1 READING B1 WRITING A2

SPOKEN PRODUCTION A2

SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HOBBIES AND INTERESTS

Hobbies & Interests

Reading , Sports & Shopping

RECOMMENDATIONS

References and recommendations from Syria & Turkey available upon request
