



AMIRA MISKY

SENIOR ACCOUNTANT

MAIN OBJECTIVE

A fully qualified finance and accounting professional with more than 4 years of experience in finance and analysis teams, financial budgeting, financial reporting and analysis..

PERSONAL INFORMATION

- Birth: Damascus 8th, January, 1995
- Nationality: Syrian
- Marital status: Married

CONTACT DETAILS

 Syria - Damascus

 +963 - 936560598

 amoor9195@hotmail.com

Time Management

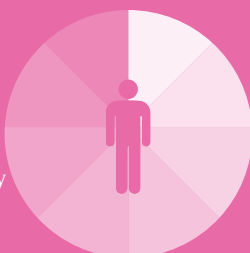
Decision Making

Leadership

Hard Working

Trustworthy

Creativity



Problem Solving

Self-motivation

WORK EXPERIENCE

Team leader of Accounts payable

Syriatel Mobile Telecom | June 2019 - Present

Main tasks:

- Checking and validating voucher payments with ensuring related supporting documents (invoices, delivery documents, legal documents) which cover company's advance payments, expenses, purchase orders, governmental payments.
- Checking monthly accrual reports.
- Prepare monthly adjustments files to apply the exchange rate differences with needed journal entries based IFRS 21.
- Prepare monthly report of Hedge accounting principles with related journal entries.
- Check and Control the advance payments which paid to the employees and suppliers. Follow up the transferred payments through related channels (Banks, exchanger) and booking the related commissions. Check daily exchange rate reports.

Accounts Payable Accountant

Syriatel Mobile Telecom | Nov 2017 - Jun 2019

Main tasks:

- Prepare voucher payments with ensuring related supporting documents (invoices, delivery documents, legal documents) which cover company advance payments, expenses, purchase orders, governmental payments.
- Prepare monthly accrual reports.
- Control the advance payments which paid to the employees and suppliers.
- Follow up the transferred payments through related channels (Banks, exchanger) and booking the related commissions.
- Prepare daily exchange rate reports.

EDUCATION

Syrian Virtual University

Master of business Administration 2020 – Present.

Damascus University

Class of 2016 | Faculty Of Economy.

Rate: Very Good 76%.

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COURSES

- TOT (Training of trainers) | 2020
- IFRS (International Financial Reporting Standards) | 2019
- CMA (Certificate Management Accounting) | 2019
- Oracle AP fundamental | 2018
- Stress management Course | 2018
- Diploma financial analysis | 2017
- IA (Intermediate Accounting) | 2015

WORKSHOP

- Organizations' Ethics Auditing | Apr 2020
- The difference between IFRS and GAAP | Apr 2015

COMPUTER LITERACY

- Al-Ameen Accounting Program.
- Microsoft Office package, including Excel Business.

LANGUAGES

- Arabic: Mother tongue.
- English: Reading, writing, Conversation (Good).

Time Management

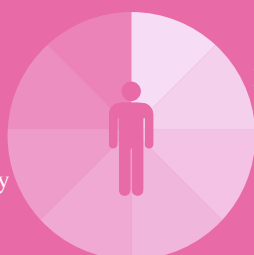
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