

# ALAA HAROUN

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## Career History :

<b>Period of work</b>	<b>01-08-2021 ..... present</b>
<b>Company Name</b>	TSCO Ship Managment
<b>Work location</b>	Tartous, Syria
<b>Field of company job</b>	Ship Management
<b>Job title</b>	Accountant
<b>Main duties</b>	- Prepare Accounts and Financial Reports - Treasurer

<b>Period of work</b>	<b>01-08-2019 ..... present</b>
<b>Company Name</b>	Top Shoes
<b>Work location</b>	Tartous, Syria
<b>Field of company job</b>	Shoes Trading store
<b>Job title</b>	Accountant
<b>Main duties</b>	- Prepare Accounts and Financial Reports - Treasurer - Prepare inventory reports and Balance Sheet

<b>Period of work</b>	<b>02-06-2012 ..... 31-07-2021</b>
<b>Company Name</b>	Zein brothers Company
<b>Work location</b>	Tartous, Syria
<b>Field of company job</b>	Trading Company
<b>Job title</b>	Logistics
<b>Main duties</b>	- Prepare Bills of Lading - Prepare inventory reports - Supervise Receiving and Loading of Materials

<b>Period of work</b>	<b>01-08-2008 ..... 28-02-2011</b>
<b>Company Name</b>	Rayah Maritime Services Group.

<b>Work location</b>	Tartous, Syria
<b>Field of company job</b>	Maritime Services
<b>Job title</b>	Accountant
<b>Main duties</b>	<ul style="list-style-type: none"> <li>- Issuance invoices for Customers</li> <li>- cost calculations</li> <li>- Prepare financial reports and statements of account</li> <li>- Prepare payable &amp; receivable Accounts</li> <li>- Prepare payroll statement</li> <li>- Treasurer</li> <li>- Emails processing</li> </ul>

<b>Period of work</b>	<b>16-04-2002 ..... 15-03-2008</b>
<b>Company Name</b>	Al Shamekhun Contracting co.
<b>Work location</b>	Al Riyadh – k S A
<b>Field of company job</b>	Building , Civil Engineering Contracting Company
<b>Job title</b>	Accountant
<b>Main duties</b>	<ul style="list-style-type: none"> <li>- Cost calculations</li> <li>- Prepare contracts for customers</li> <li>- Post journal entries and monitoring financial reports</li> <li>- Prepare payable &amp; receivable Accounts</li> <li>- Prepare payroll statements</li> <li>- Treasurer</li> <li>- Prepare financial reports besides end-year closing accounts for the budget</li> <li>- Emails processing</li> </ul>

<b>Period of work</b>	<b>08-1997 ..... 01-2001</b>
<b>Company Name</b>	Hyundai company
<b>Work location</b>	Tartous, Syria
<b>Field of company job</b>	Cars Trading company
<b>Job title</b>	Sales representative
<b>Main duties</b>	<ul style="list-style-type: none"> <li>- Cars delivery</li> <li>- Spare parts sales process</li> <li>- Prepare inventory Reports</li> </ul>

### **Education and Personal Experiences :**

<b>Educational level</b>	<b>University Degree in Economics – Accounts Department</b>
<b>Languages</b>	<ul style="list-style-type: none"> <li>- Arabic</li> <li>- English ( very good : listening, writing, reading, speaking )</li> </ul>
<b>Computer experiences</b>	<ul style="list-style-type: none"> <li>- Microsoft office : Word , Excel , Access and Outlook</li> <li>- Accounting Systems : Phoenix , Al Bazaar and Experts</li> </ul>