



Taha Alhaj Zain

I am an accountant looking for a general accountant, financial manager or auditor with a reputable company that gives me an opportunity where I can improve my abilities and provides an environment to share my skills with others so that I can be a part of the success in that company.

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SexMale | **Date of birth** 17/01/1993 | **Nationality** Syrian
Military Service : Exempted

WORK EXPERIENCE:

Commercial Book Accountant (02/06/2015 - 15/09/2016)
Al-Akkad Company for Nylon Trading, Hama (Syria)

- 1- write an invoice .
- 2- Preparing ledgers for suppliers and customers.
- 3- Follow up on suppliers and customers.

Financial Accountant (15/10/2017 - 10/03/2018)
Al Syrian National Society for Economics and Management, Hama (Syria)

- 1- Book accountant.
- 2- Basma project ledger accounts (support, training, and insurance of production equipment for individuals)
- 3- Preparing the final accounts.

General Accountant (01/04/2018 - 20/07/2021)
Al Thuraya Ceramic Company (Import and Export), Hama (Syria)

- 1- Book accountant.
- 2- An accountant on Al-Ameen program.
- 3- Supervising accountants.
- 4- Preparing financial reports
- 5- Preparing the final accounts..

EDUCATION:

Masters in Economics , Accounting (2017– Present)

Tishreen University, Lattakia (Syria)

Economics, Accounting (2010–2015)

Damascus University, Damascus (Syria).

PERSONAL SKILLS:

- Good knowledge of English.
- Very good computer skills (Excel, Word....etc).
- Very good knowledge in the field of accounting software.
- Good experience in the ICDL program and in e-mail correspondence.

Communication skills:

Ability to interact and effectively communicate with people from diverse backgrounds, highlighting teamwork.

Organisational / managerial skills:

- Well Organised.
- Motivated.

Attended Courses:

- Al-Ameen Program Initial Level (2015)**
Investment Management Training Center Investment, Hama (Syria).
- Al-Ameen Program Advanced Level (2015)**
Investment Management Training Center Investment, Hama (Syria).
- Financial Analysis (2016)**
Investment Management Training Center Investment, Hama (Syria).
- **Project Life Cycle Management (2017)**
Venture for Business Consulting and Training, Damascus (Syria).
- **Cryptocurrency (2018)**
Investment Management Training Center Investment, Hama (Syria).
- Follow several accounting and finance courses (online).**

Job-related skills:

- Able to withstand hard Work.
- Able to manage priorities.
- Able to manage stress and pressure.

Driving licence:**B**

Reference:

Reference Name	Organization or Company	Job Title
Ismat Al Shawaf	Program trainer	Accountant
Khaled Kirkoki	Al-Rifada Trading	Accountant
Abdullah Al Khaled	Al Thuraya for ceramic	company manager