



Ayman Hafez

Date of birth: 12/09/1996

Nationality: Palestinian
(Autonomous Palestinian Territories)

CONTACT

📍 Qudssaya Suburb, Island C2
Damascus, Syria (**Home**)

✉ hafez6233@gmail.com

☎ (+963) 962822309

WORK EXPERIENCE

10/04/2023 – CURRENT Damascus, Syria

Senior Accountant GlobeMed Syria

- Preparing periodical financial reports, including the profit and loss statement and balance sheet on a monthly and annual basis
- Preparing weekly cash flow statement reports and controlling expenditure and cash flow
- Developing financial statements for account reconciliations, account receivables, account payables, revenue expenditure, etc
- Perform month-end closing activities such as account reconciliation, revenue accounting, expense accounting, etc.
- Ensure financial records comply with company policies and accounting principles
- Oversee account receivables and payables activities
- Support other departments and group companies in financial analysis where necessary

24/10/2020 – 01/11/2022

Account Manager BeeOrder

- Increase Company Profits by Increasing Sales of Restaurant Partners.
- Continuous Communication with Restaurant Managers and Follow Up on Their Problems.
- Working on Developing Marketing Plans For Restaurants and Following Up on Their Implementation.
- Work on Activating New Restaurants on The Company's Platform.
- Build and Maintain Productive Relationships with Customers.

EDUCATION AND TRAINING

04/02/2019 – 17/11/2022 Damascus, Syria

Master Degree In Taxation Accounting Faculty Of Economic Damascus University

27/09/2014 – 23/06/2018 Damascus, Syria

Bachelor's Degree In Business Administration (Accounting) Arab International University

21/01/2023 – 22/03/2023 Damascus, Syria

Certified Management Accounting Part 1 ALTANMYA EDUCATION & DEVELOPMENT

Website <https://edu.altanmya.net> | Field of study Education

07/10/2019 – 20/11/2019 Damascus, Syria

Training At Practical Accounting UNDP

01/08/2017 – 01/09/2017 Damascus, Syria

One Month Of Training At Finance Department Syriatel Telecommunication Company

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

Other language(s):

English

Listening	Reading	Spoken production	Spoken interaction	Writing
B2	C1	B1	B1	B2

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

DIGITAL SKILLS

Microsoft Office | Social Media | Decision-making | Team-work oriented | Motivated | Good listener and communicator | Organizational and planning skills | Integrated Accounting Skills