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| AmrZakzouk Mobile: +961 79 138743   Date/Place of birth: 2/1/1987  |
| **OBJECTIVE:** |
|  | * Extensive product knowledge coupled with creative ideas for product applications and a solid history of sales success.
* Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
* Productive and efficient work habits without supervision, Self-motivator with high energy.
* Good problem solving skills and managerial prowess, an ability to take decisions and handle responsibility, and the ability to work under pressure and in problematic environments that need constant learning and training to follow up and coordinate with all clients and projects from the start of the project till the end.
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| **SKILLS PROFILE:** |
|  | * Prepare profit and loss statements and monthly closing and cost accounting reports,knowledge of and experience with corporate mailroom procedures.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Ability to take accurate phone messages and deliver messages promptly.
* Devising a technique for introducing the sales concept and the product to customers.
* Successfully complete all jobs by time requested.
* Responsible for internal sales services.
* Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
* Ensure the timely reporting of all monthly financial information.
* Ensure the monthly and quarterly Bank Compliance activities are performedin a timely and accurate manner.
* Collaborates with the other finance department managers to support overall department goals and objectives.
* Explain billing invoices and accounting policies to staff, vendors and clients.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Interact with internal and external auditors in completing audits.
* Other duties as assigned.
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| **Education Skills:** |
|   |  |  |
| **June 2013:** Graduuated from Damascus University – Faculty of economics – majored in: [**Insurance & Bankin**](http://www.facebook.com/srch.php?ed=Graduated%20from%20Damascus%20University%20for%20Economics%2C%20Majored%20in%20Insurance%20%26%20Banking%20&yr=2009)**g** (regular learning)**July 2014 : Mini Master business Administration Certificate** **April 2013: CMA (part 1)** Training Certificate**October 2013: CMA (part 2)** Training Certificate**June 2011: Financial Accounting reporting & analysis** certificate.**July 2010: Uniform system of account** certificate.**January 2010:** I.A “**intermediate accounting**” at P.D.I Institute. **2005:** Scientific baccalaureate |
| **Future Resolution**: Master Business Administration “MBA”  |  |
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| **Professional Experiences:**  |  |
| * Red Group from September 2011 till September 2013 :

 **Cost Control , Accounting Manager ,**beverageself-made accounting system  **Pixelpoint** interface. * Working for ArjaanRotana Hotel from March 2010 till March 2012 as:

**Night audit & Income audit**, Account **receivable &Cash manager**,**Cost control, Account payable** Then I became a **Financial accountant** in the accounting department. I developed Three accounting system experiences “Sun system, Opera, Micros”and inventory management system experience “FBM”.**Duties:** * Assisting with monthly closing
* General ledger maintenance & purchase & sales ledger
* Updating & entering journals for revenue and other transactions.
* Bank reconciling with city ledger accounts.
* Balance sheet reconciliations.
* Reconciliation of receivable & payable ledger accounts.
* Maintenance of old debt accounts.
* General ledger entry including accruals and prepayments.
* Control of authorization and payment of purchase invoices.
* Processing of invoices, expense & credit card
* Assisting internal/external auditors with queries..
* Assisting with sales / purchase ledger duties, cash books and payrol
* Salary entry and reconciliation.
* Daily flash cost analysis and explain the monthly market survey
* supervision on the monthly inventory in & out transaction statement
* Working for HOME I.T. company from January 2009 till June 2009 as:

**Sales accountant.** |
| **WORKING CONDITIONS:**Flexible if work may require occasional weekends and/or evening work, and able to travel when needed. |

 **OTHER EXPERIENSES:**

* **Computer skills:**

 Microsoft Office

 Fast typing (English and Arabic)

* **Languages:**

 Arabic: Native speaker.

 English: Fluent, written and spoken

 **AVOCATIONS**:

 Playing drums

 **Note:

 Email : Amrzakzouk.az@gmail.com**