

ALAA Halimeh



Contact

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SHALAN - DAMASCUS

Summary

Prove Myself And Put Forward The Ideas That I Have Acquired, Learned And Practiced Which Will Improve And Raise The Level Of Work And The Company That I will Work Through The Introduction Of The Latest Effective Ways In The World Of Business And accounting.

Highlights

- EXCEL
- Emotional intelligence
- Voice over
- Critical Thinking
- ENGLISH

Experience

Administrative - 2021 to 2022

New Vision School, DAMASCUS-SYRIA

- Providing guidance and guidance to the individual through psychological support and advice on various personal issues such as family and community problems
- Providing counseling and psychological support to students to solve the problems they face in their studies with their friends, teachers, or with their studies
- Provide appropriate psychological and social care for gifted students.

ACCOUNTANT - 2021 to 2022

Alnamaa Charity Association, Damascus, SYRIA

- Assist with reviewing of expenses, payroll records etc. as assigned
- Prepare and submit weekly/monthly reports
- Assist senior accountants in the preparation of monthly/yearly closings
- Use Al-Yaseer program

Administrative - 2012 to 2019

Baderaldeenschool, DAMASCUS-SYRIA

- Responsible for high school students, activities, entertainment and guidance
- Providing counseling and psychological support to students to solve the problems they face in their studies with their friends, teachers, or with their studies
- Follow-up students , and follow-up parents.

Education

**BACHELOR OF SCIENCE: FINANCE
DAMASCUS UNIVERSITY, SYRIA**