



YUSEF BATIKHA

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EDUCATION

- 2016 → 2019 **University of Aleppo**
Faculty of Economics / Accounting
- 2006 → 2008 **Technical Institute Banking in Aleppo**
Accounting and Banking

WORK EXPERIENCE

- 2014 → present **Syrian Society for Social Development**
Senior Accountant
 - Prepare the financial reports and submit them to the Reporting, Compliance, budgeting Coordinator.
 - Prepare information required by auditors.
 - Conduct audits of projects.
 - To ensure that financial procedures are followed.
 - Check monthly accounts as per set up deadlines.
 - Check the balance sheet accounts: Accruals, prepayments, creditors and debtors' accounts to ensure they are balanced and correct.
 - Revise, audit, and process payments assuring it includes all the supporting doc's: invoices, receipts, proof of payment, procurement doc's, and or contracts, etc.
- 2009 → 2012 **Syriamica Azzouz Group**
Accountant
 - Recording journal entries for all financial transactions.
 - Preparing sales invoices.
 - Follow-up on the collection of customers and clients receivables.
 - Suppliers & customers balances Reconciliation.
 - Bank statements reconciliation.
 - Processing Prepayment and accruals.
 - Recording fixed asset acquisitions and elimination in the accounting system.
 - Fixed asset depreciation calculation.
 - Archiving financial files.
 - Providing management with required reports.
- 2008 → 2009 **Activia Clean Company**
Accountant
 - Manage all accounting transactions, ensuring accuracy and timeliness.
 - Prepare budget forecasts and financial statements for the project, and payroll for all staff.
 - Handle monthly, quarterly, and annual closings, reconciling accounts payable and receivable.
 - Prepare financial transactions and documents, ensuring compliance with accounting standards regulations.
 - Deliver monthly accounting reports.

SKILLS

- ✓ Networking, negotiating, and problem-solving skills.
- ✓ Analysis and Decision-Making skills.
- ✓ Detail oriented, strong organization and a high degree of accuracy.
- ✓ Able to work on my initiative or as part of a team.

SOFTWARESKILLS

Microsoft excel



Al-Ameen Accounting System



LANGUAGES

English



HOBBIES



Reading



Basketball



Football