



RANA WAZZA

DAMASCUS-MAZZEH

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EMAIL: RANA-WAZZAN@HOTMAIL.COM

SKILLS:

Experience at al Ameen program , arranging accounts with customers issuing customer's

invoices, experiences in MS office and outlook

LANGUAGES:

ARABIC

Excellent reading and writing

ENGLISH

good

Education

-B.A. in Economic from Al Sudan for Science and Technology university , Account department Date 2005

B.A. in Economic from Damascus university , account department English language courses in the Higher Institute Language certificate Intermediate accounting certificate at Al Ameen program

Experience

[Logistic services Co. accountant] ([1/12/2007]- [30/04/2013])

[Akroline Logistic Services] ([Damascus free zone])

Matching account with suppliers and customers and other companies

Matching accounts bills with banks in Syria and Dubai

Matching accounting with company branches in Dubai and China

Completion of all daily accounting business

Auditing all accounts related to staff as personal and work advances

Preparing accounting reports via excel program

Processing accounts for the final preparation of the budget

{OLE CO. sport clothing } { (01-05-2014) (31-07-2014) }

Check on the daily sales in terms materials and cash

Matching inventory of materials between warehouse and the registrar with the program Prepare reports for the overall movement of materials and detailed using the Excel program with an indication of the movement of materials charts

alyam co 1-8-2015 1-10-2022 (Cosmetic distribution company)

Branch 1

Follow up the delegates , check up the contents of Warehouse, input and output operations preparations of monthly reports on the company's work preparation of final statement

Branch 2

Submit a government company's tender , management of bank accounts and daily financial operations and prepare final statement.