



Bayan Hiba

Damascus , Old City

Age	37 Years	Education	Bachelor Degree
Nationality	Syrian	Experiences	More Than 10 years
Gender	Female	Status	Working
Phone	0933337438		
Email	bayan.heba@hotmail.com		

EDUCATION

08 - 2008	Bachelor Degree - Economic/accounting	Grade 73
	Damascus University	
08 - 2004	High School - high school	Grade 215
	bahjat albetar	

EXPERIENCE

10 - 2009	Chief account
Until now	shora group for pumps and compressors and manufacturing equipment
	Experience with the following tasks: 1- Prepare checks, bank transfers and any other kind of payments, and then record them properly into the accounting system. 2. Review other departments' petty cash statements, and then record them properly into the accounting system. 3. Insert different financial transactions into the accounting system. 4. Generate the freight services' invoices. 5. Manage the company's

SKILLS

Studying a master's year and submitting an exam with subjects and passing it

Intermediate

Very good at alamen
Experienced

Very good computer skills
Experienced

Attend class for IA at altanmya group
Expert

Attending class for CMA part 1 at altanmya group
Good

Team player with good skills

financial accounts, both payable and receivable (Customers, Suppliers, related parties and staff accounts). 6-any task required by management.

good skills

Expert

Generate by



LANGUAGES

English

Good

Arabic

Expert