

Johnny Massouh

Administrative professional

Contact

Johnny.massouh@outlook .com
+963 (962) 863 936
Syrian Arab Republic

Profile

A driven, goal-oriented individual who thrives in fast-paced environments. Motivated to help organizations grow, and to grow with them. An effective communicator and good team player.

Education

2018 – 2020

- **Master's degree in Technology management**
Syrian virtual university | Syria

2012 – 2016

- **Bachelor's degree in Economy: Financial and banking Sciences**
Tartous University | Syria

Skills

- Microsoft office suite (Word, Excel, Power point)
- Customer service
- Content marketing
- Communication and conflict resolution
- Phenix Soft accounting system
(Phenix System gives you a wide range of modern solutions to manage your business accounting, inventory, HR, Assets, and other business apps)
- Alameen Soft accounting system
(Alameen system executed a number of systems and integrated information networks in both private and public sections (administrative systems, financial and storing systems, data banks, planning, follow-ups and production systems)
- Bazar Soft accounting system
(Bazar system focus on Data Security and arrange Data)

Experience

SANTA MARIA
Maritime company | Syria
2023

Accountant | 2023
(present)

- **Property Account:** I am following up on everything related to the property account, including withdrawals, details of distribution for said withdrawals, and double checking their mathematical accuracy.
- **Fuel Inventory Account:** I am following up on the ships' daily expenses of fuel and diesel and the ships' fuel supply, submitting auxiliary reports for completed voyages regarding the quantities consumed, and calculating the quantities and prices of the remaining fuel in the ships.
- Following up on the monthly salary dues for six ships, recording monthly and remaining payments as due salaries, and submitting the necessary reports for distributing the cost of the crew's salaries on the completed voyages.

SHAHIN GROUP | Syria
2020 - 2023

Guest relations manager
(seasonal)

Shahin resort

- Greeting clients as they arrive and providing up-scale guest service
- Coordinating check-in and check-out to help front desk run smoothly
- Actively listening to and handling guest complaints and doing follow ups to ensure everything is back on track
- Taking care of guests with special needs including the disabled, the elderly, children and VIPs
- Reviewing guest feed-back and providing suggestions to improve over-all performance and rating

Accountant (parttime)
(seasonal)

Shahin resort

- Overseeing and documenting financial transactions and ensuring that accounting records are up-to-date
- Preparing financial statements and reports and analyzing financial data
- Following up on accounts, payable and receivable, including collecting payments and debts
- Reviewing daily cash collections

Inventory Accountant
(seasonal)

Shahin tower hotel

- Preparing daily, weekly and monthly inventory statements and supervising inventory counts to check quality, quantity and asset conformity
- Monitoring and maintaining inventory stock levels
- Verifying and archiving all purchase invoices and controlling inventory consumption
- Monitoring shipment operations between storehouses and archiving all related shipment data
- Submitting necessary month-end tax statements to the concerned government departments

QSHOUA
GLASS FACTORY
Lebanon | 2017

Assistant manager

Overseeing the production line stage by stage and keeping inventory

MOBAYED. EST
COMPANY Syria | 2016

Inventory accountant

- Review purchase and sales orders to check their accuracy
- Ensuring all inventory transactions details are recorded accurately
- Following up on accounts and reporting all financial information
- Maintaining journal and ledger accounts

SYRIATEL | SYRIA
2015

Contact center
representative

- Respond to customer inquiries and provide information regarding offers, services and products
- Handle corporate and VIP customer's calls and requests in a professional manner
- Respond to customer inquiries regarding ISP services and trouble shooting
- Add or delete services according to customer's needs within Syriatel policies
- Report all cases related to abusing calls
- Respond to customers complaints

Languages

- Arabic: Native
- English: Intermediate