LEENA TALEB

ACCOUNTANT

REFERENCES

📞 Rama Mzayen

✉️ rama.muzayen@sarc-sy.org

◉ ramamuzayen/

SKILLS

Skill	Level
Al-Ameen	●●●●●
Microsoft office	●●●●●
GIS	●●●●●
Photoshop	●●●●●
Tableau	●●●●●
Power bi	●●●●●
Quickbooks	●●●●●
ERP NEXT	●●●●●
RESORT ERP	●●●●●

COURSES

Integrated Dip FA - AlTanmya
NOV 2022

CMA part2 - just attend- LearningGo
NOV 2022

IA-EDVISOR
JUN 2022

ODK- SARC
FEB 2022

photography
AUG 2021

work online
JUN 2021

CMA part 1- just attend-AlTanmya
OCT 2020

photoshop
FEB 2019

English (5A)
OCT 2018

Advanced Access
JUN 2018

Diploma in business administration
OCT 2017

Advanced Excel
SEP 2017

ICDL
JUN 2010

LEENA TALEB

FINANCE MANGAER

PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am looking to get more experience in financial statement and preparing budgets.

CONTACT

📞 +963957584510

✉ leena7523@mail.com

◎ Tall - main street

TRAINING

Training in al-hakeem office for Audit & Accountancy on accountancy material May-2022

PREVIOUS JOBS

physical count

EXPERIENCE

Minaret center, Technical Support Accountant
DEC 2023 - PRESENT
Trainer on ERP System. solve the accounting problem

Vertika, AR accountant & Repoting -Ma`raba
JUN 2023 - NOV 2023
reconciliation with clients, preparing reports.

E.moufaq For Consulting, Financial Manager -Online
DEC 2022 - MAY 2023
account-keeping, preparing financial statements, preparing feasibility studies(Quickbooks)

Data med, General Accountant -Damascus
AUG 2022 - DEC 2022
reconciliation bank-warehouse accounting (Fish bowl)- financial accounting (Quickbooks)

SARC, Information Management - Tall
JUN 2016 - AUG 2022
Preparing periodic reports. matching between warehouse and distribution

Inaash faqeer, General Accountant -Tall
AUG 2013- AUG 2015
Matching between physical and electronic balance(Al-Ameen),Payroll accountant.

EDUCATION

Damascus University
DEC 2019 - DEC 2021
MA of Science in Disaster Risk

Ministry of Finance
APR 2019
SCPA

Damascus University
SEP 2006 - JAN 2011
Bachelor of Economy in accountancy