

Habeeb Nakhel

Management Accountant

Accurate and detail-oriented accounting graduate with a passion for numbers.

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📍 Damascus

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📅 3 September, 1999

EDUCATION

Bachelor's degree in economics accounting major

Damascus University

10/2017 - 02/2024,

GPA: 70.35

Entrepreneurship

04/2019 – 05/2019,

72 Training Hours

institute European cooperation development (IECD)

Professional Accounting Software Diploma (PASD)

12/2018 - 03/2019,

75 Training Hours

Engineering Center of Science

CERTIFICATES

C1 English advanced EF SET Certificate (05/2024 - 05/2024)

cert.efset.org/Dpzu8L

ICDL certificate from CCIT (02/2017 - 04/2017)

WORK EXPERIENCE

District sales manager

Hawli Fashion company

02/2018 - 04/2023,

Damascus

Women's coats manufacturing company

Achievements/Tasks

- Increase wholesale sales profits by 70% Reducing future sales losses by adopting new selling methods such as: goods on consignment
- Responsible for wholesale sales for the region Damascus
- Point of sale management in Damascus
- Auditing accounts and preparing financial statements
- Supervising inventory
- Discovering old thefts of goods and cash worth \$1500

Contact: Mr. George Hawli - (business owner)

logistics manger

Planning and Developing Office (PDO) Don

Bosco Syria

04/2023 - Present,

Jaramana

Don Bosco center is a non-profit educaional institute Which helps children and youth improve their opportunity to obtain better education.

Achievements:

- Reducing unbilled expenses to less than 1% of total expenses
- Control expenses and achieve savings of up to 20% of the budget in the first three months
- Establishing an inventory control and monitoring system

Contact: **Miguel Ángel Condo Soto**- (The project manager at Planning and Developing Office / Don Bosco Syria)

SKILLS

Ability to work under pressure

Accuracy in action

Responsibility

Reliability

Dedication

Leadership

VOLUNTEER EXPERIENCE

Field volunteer

Don Bosco Catholic church

06/2017 - Present,

Damascus

Tasks:

- worked with a team to organize games and activities for kids between the ages of 10 and 16 years
- Coordinate camps and recreational trips for children

LANGUAGES

Arabic

Native or Bilingual Proficiency

English

Full Professional Proficiency
(C1 Level)