

# AHMAD ALALOUSH

## General Accountant



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Damascus, Syria



1-6-1984

### Education

#### Bachelor of Small and Medium Enterprises (SME)

Damascus University

2016 – 2023

#### Business Management

Aleppo University

2002 – 2004

### Expertise

- Financial report preparation
- Account monitoring
- Cost Accounting
- Financial analysis
- Effective communication
- Liability Management

### Language

Arabic

English



### Profile

An accountant with more than 5 years of experience in the field of accounting and finance. I have experience in financial reporting, auditing, liability management as well as cost accounting and cost of goods intended for sale. I have worked with different companies and have proven my skills in financial analysis and auditing. I am committed to accuracy and reliability at work and have good communication skills.



### Work Experience

#### Damascus University – Finance Department

2022

-

Current

##### Contracts Auditor

Auditing investment contracts, calculating taxes and deductions thereon, and preparing a liquidation memorandum for each contract to disburse the financial entitlement to the investor or contractor.

#### Al-Arabia for Control and Energy

##### General Accountant

General Accounting Operations Department:

- Record and track the company's internal financial statements regularly.

- Assist management in making financial decisions

- based on facts and statistics.

Analyze financial statements and provide accounting insights:

- Study and analyze financial statements to provide

- guidance and recommendations.

Manage financial transactions and update purchase and sales records:

- Ensure the accuracy of accounts and manage bank

- reconciliations throughout the year.

Submit periodic financial reports:

- Submit reports to the Board of Directors and concerned departments on the status of the

- company.

Maintain backups of financial records:

- Ensure that backups of financial records are maintained.

2021

-

Current

## Interests and hobbies

Reading  
Cooking  
Walking  
Watching Movies

## Skills

Al-Amin Accounting Program  
(Excel – Word ) .. Advance  
SEO  
Computer Software  
Social Media  
Accounting by Excel



## Work Experience

### Fadi Issaq Establishment

#### General Accountant

1. Manage financial movements and update purchase and sales records:
  - Recording and tracking sales and purchases on a daily basis and recording them electronically through Al-Ameen Accounting Program.
2. Analyze financial statements and provide accounting insights:
  - Study and analyze financial statements to provide guidance and recommendations and assist in decision-making.
3. Management of General Accounting Operations:
  - Ensure the accuracy of accounts and manage settlements related to customers, suppliers and all obligations of the institution.
4. Submit periodic financial reports:
  - Provide reports to the management on the company's financial situation, proposals and recommendations regarding future plans, what should be continued, what should be developed and what should be dispensed with.
5. Maintain backups of financial records:
  - Ensure that backups of financial records are maintained.

2020  
–  
Current

### Ramsat Communications Center

#### Senior Accountant

- Record daily operations and prepare monthly and annual financial reports.
- Conduct periodic audits of accounts and manage the budget.
- Financial liability management.

2017  
–  
2021

### Damascus University – Faculty of Pharmacy

#### Office Manager

management of the office of the Dean of the College in terms of the mail issued and received and follow up his work and appointments and communicate with the reviewers and solve their problems and meet their requests in addition to coordinate conferences

2013  
–  
2022

### Al-Diyar Transfer Money and Exchange

#### Data Entry & A moneychanger

To transfer money and exchange agent western union remittances

2010  
–  
2012