

Ahmed Al-Shater



Kafr Sousa, Damascus, Syria | +963 937 516 141 | ahmad.alshater30@gmail.com

Professional Summary

Motivated and adaptable Economics graduate (Class of 2020 - University of Damascus), with hands-on experience in team supervision and data entry. Strong interpersonal and organizational skills developed through working in fast-paced restaurant environments. Reliable, flexible, and eager to develop professionally in new fields.

Work Experience

Restaurant Supervisor - Al-Baraka Restaurant (2022 - 2024)

- Scheduled and coordinated shifts for restaurant staff.
- Oversaw inventory and procurement processes.
- Actively supported kitchen operations during peak hours.

Office Chartered accountant Akram Alomar (2019-2021)

- Preparing the journal entry, the adjustment entry, and the closing entry (AL-Ameen)
- Preparing Trial Balance and Income statement (AL-Ameen)
- Preparing Balance sheet (AL-Ameen)

Data Entry Clerk - Retail Store (2017 - 2018)

- Entered, maintained, and organized data using Excel and Word.
- Ensured accuracy and consistency in documentation.

Supermarket (2014-2015)

- Selling products
 - Arrange the shelves
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Education

Bachelor's Degree in Economics (Banking & Insurance)

University of Damascus - Graduated: 2020

Certifications & Courses

- Al-Ameen Accounting Software - Al-Hadara Institute
 - Computer Driving License (ICDL) - Kafr Sousa Cultural Center
 - Advanced Excel Course - Edraak Platform
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Skills

- Proficient in Microsoft Excel and Word
 - Familiar with Al-Ameen accounting software
 - Staff coordination and task delegation
 - Communication and problem-solving
 - Adaptability and teamwork
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Languages

- Arabic - Native
 - German - B 1
 - English - A 2
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