

Khalil Nabil Assaf

Accountant | Data Entry

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PROFESSIONAL SUMMARY

A 2023 graduate of the Accounting Department from Antioch Syrian University, I have skills in MS Office programs, Data Analysis, Good background in banking operations and Al Ameen Accounting program. I also have experience in data entry through my family business and I'm looking forward to developing my expertise in the financial and administrative fields.

EDUCATION

Bachelor of Administrative Science – Accounting

Antioch Syrian University, Syria | Graduated:2023
Grade: 81.4% (Very Good)

WORK EXPERIENCE

Data Entry Assistant | Family Business, Damascus | 2024 – Present Entered and organized financial and operational data using Excel and accounting software.

SKILLS

- MS Office (Word, Excel) - Al Ameen Accounting Software - Data Analysis & Entry
- Teamwork - Banking Knowledge - Quick Learning and Adaptability

CERTIFICATIONS

- Customer Service Training, Rightware LLC – Sep 2025
- Al Ameen Accounting Program, Future Youth Charitable Association – Feb 2025
- Bank Branch Management, Al-Srouji Group – Sep 2023
- Banking Skills, Al-Srouji Group – Sep 2023
- ICDL Certificate, European Computer Driving Licence Foundation – Feb 2020
- Secretarial Course, Department of Ecumenical Relations and Development – Apr 2018

Languages:

Arabic: Native English: Intermediate German: Basic