

Mhd Alaa Mourad CV

My Objective

First of all, Thanks a lot for your kindness. I really appreciate all that I am looking Forward to work at your company, to have experience in a nutritional work environment, activating good business analysis skills.

My Interests

I love reading in many fields, especially self-improvement, organizational behaviour, marketing, management, social studies and languages. I like doing demanding projects; I am good at working with a team and on my own, having good with administrative works. I also enjoy meeting people and communicating effectively with them, Surfing the internet for information related to my interests or projects is interesting to me.

Personal Information:

Date of birth: 1996
Place of birth: Damascus
Gender: Male
Address: Syria –Damascus – Midan

Education:

Study:

- University degree in Business Administration, Faculty of Economics, Damascus University.
- Certified Public Accountant (CPA) certification in accounting from the Association of Chartered Certified Accountants (ACCA).
- General Secondary Certificate (Scientific Stream)
- Obtain a certificate in program Al-Ameen for accounting and warehouse ‘
Certified by the Ministry of Industry is very good rate.
- Obtain a certificate in program Al-Sahli Soft for accounting and warehouse ‘

Subjects taken:

Cost Accounting
Accounting Banking
Tax accounting
Financial Mathematics
Financial markets
Department of Banking

Work Experience:

Worked as a teacher of computer, mathematics and some computer programs, and also worked some hours every week as a private tutor, I am working occasionally with Computer maintenance

/ 2015 /

I worked for Qwaider Sweets Company as an accounts manager for one year.

Tasks I Have Performed:

- Supervising The Posting Process for All Accounting Transactions, Including Manufacturing, Sales, Purchases, and Inventory Adjustments.

/ 2016 /

I worked for Al-Orfali Ready-Made Garments Manufacturing and Trading Company as a financial manager for six years.

Tasks I Have Performed:

- Establishing an Integrated Financial System.
- Organizing and Posting Accounting Transactions.
- Monitoring and Verifying Manufacturing Processes, Controlling Costs, and Performing Inventory Reconciliations.
- Monthly and Annual Accounting Closing.
- Preparation of Financial Statements, (Balance sheet, Income Statement, Statement of Cash Flows, Statement of Changes in Equity).

In Addition to Routine Accounting Tasks (Reconciling Accounts with Customers and Suppliers, Auditing Account Balances, and Reconciling Cash _ Whether in The Cash Box or at The Bank).

/ 2020 /

I worked for Maysouma Ready-Made Garments Manufacturing and Trading Company as a financial manager for five years.

Tasks I Have Performed:

- Establishing an Integrated Financial System.
- Organizing and Posting Accounting Transactions.
- Monitoring and Verifying Manufacturing Processes, Controlling Costs, and Performing Inventory Reconciliations.
- Monthly and Annual Accounting Closing.
- Preparation of Financial Statements, (Balance sheet, Income Statement, Statement of Cash Flows, Statement of Changes in Equity).

In Addition to Routine Accounting Tasks (Reconciling Accounts with Customers and Suppliers, Auditing Account Balances, and Reconciling Cash _ Whether in The Cash Box or at The Bank).

/ 2026 /

I worked at Sekerci Sweets Restaurant for Five months as a cost controller and internal auditor.

- Comprehensive Audit of Financial and Accounting Procedures, Including the Auditing and Monitoring of Manufacturing Costs, as well as Reconciliations, Tax Postings, and the Allocation of Partners Shares.

My Skills:

- **English:** Good English (reading, writing, speaking, listening)
Has completed three English courses of Cutting-Edge books (Long Man intermediate and pre-intermediate) and will continue the upper intermediate course.
- **Computer programs:** Experience in dealing with windows systems and ability to work with software.
Very good in working with Microsoft Office (Word – Excel – PowerPoint).
Very good in working with Internet and E-mails and using search websites.
- **Accounting programs:** Very good in Accounting Software.
Experience in Working on Accounting Software Sahli soft & Al Ameen , aladari soft, alrashed soft and almezan.

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