



BASSEL TAHA

ACCOUNTANT 📍 DUBAI, UNITED ARAB EMIRATES ☎ +971 56 3804574

◦ DETAILS ◦

Dubai, United Arab Emirates
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bassel.taha50@gmail.com

Date / Place of birth

16/05/1994

Damascus suburb,
Syria

Nationality

Syrian

◦ SKILLS ◦

Accounting

Financial Analysis

Ability to Work Under
Pressure

Interpersonal Skills

Teamwork

Communication

Fast Learner

Critical thinking and
problem solving

Time Management

Highly Organized

Ability to Multitask

Cash Handling

Decision Making

Microsoft Office

Computer Skills

◦ HOBBIES ◦

Sports, reading.

👤 PROFILE

A motivated result- oriented person with 7 years of work experience and educational background in Economics. Recognized for having a track record of success in Finance, Accounting and Sales with strong attention to details and analytical skills. Proven ability to maintain excellent communication and high level of dedication and professionalism at all times. Bilingual, hardworking and ready for new challenges.

📁 EMPLOYMENT HISTORY

Accountant at Byblos Bank Syria, Damascus

Oct 2018 — April 2022

- Assist the senior accountant and the head of accounting in preparing regulatory reports.
- Calculate interest rates and commissions applied on all accounts and make corrective entries.
- Respond to branches enquiries related to interests on client's accounts, accounts balance and perform related calculations.
- Work on proper booking of transactions & review general expenses entries.
- Reconciliation with Admin for proper booking of invoicing.
- Assist in billing invoices and accounting policies to third parties.
- Assist in compiling and analyzing financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
- Monitor and review accounting reports for accuracy and completeness.
- Direct communication with the financial market and securities commission.
- Preparing the monthly taxes declaration.
- Processing employee expense reports, verifying expenses are within the bank's guidelines, correcting errors, questioning abnormal expenses and entering data accurate into the accounting system
- Processing employees advances and payroll.
- Preparing the clients confirmation requests on quarterly basis.

Main teller at Byblos Bank Syria, Damascus

September 2017 — September 2018

- Manage the vault cash and report to the authorizer any shortage/excess of cash and process
- The transfer of banknotes from/to the branch
- Execute all cash transactions and ensure accuracy of document and signature.
- Execute end of day till closing operations at the branch.
- Handle customer account inquiries.
- Report to the assistant branch manager any pertinent information that should be escalated to the compliance officer.
- Responsible for feeding ATM.
- Ensure high quality customer service for branch clients and proper satisfaction of their needs.

Sales Representative at Al-Mazzaz Group, Damascus

August 2015 — July 2017

- Procuring new clients through direct contact and collaboration with the marketing dept.

◦ LANGUAGES ◦

Arabic

English

- Maintain meaningful and long-lasting relationships with existing clients
- Suggest added products that may be of interest to clients.
- Negotiate the clients to secure the most attractive prices.
- Review clients' feedback and implementing necessary changes.
- Remaining in tune with trends in consumption to ensure that the offerings remain relevant.
- Enhance the product knowledge and services offered by the company.

Events Coordinator (Freelance) , Damascus, Syria

2019 — May 2022

- Review invoices and facilitate payments.
- Meeting with clients to understand the event's purpose.
- Working with the planning team on the arrangement's details, such as the date, location, catering, decoration, photography and transportation.

EDUCATION

Bachelor's degree in Economics- Banking and Insurance, Damascus University, Damascus, Syria

Class of 2020

REFERENCES

References available upon request

COURSES

Integrated Diploma in Financial Analysis, Al-Tanmya institution for education & development

Damascus 2022

IA intermediate accounting (bookkeeper certificate), Al-Tanmya institution for education & development

Damascus 2021

Financial markets workshop, Sanad team training center

Damascus 2021

International financial reporting standards (IFRS), international auditing standards, financial analysis and taxes accounting, Damascus University

Damascus 2020

Excel advanced level, OUSOS Institute

Damascus 2019

Effective communication strategies, Byblos Bank

Damascus 2018

Comprehensive banking course, OUSOS Institute

Damascus 2016

Time Management course, Al-Shaala Center

Damascus 2016

Neuro Linguistic Programming, Al-Reda Center

Damascus 2014