



Nationality: Syrian Arab
Age: 38

- +971 50 397 8362
- maysrah.alkarfan@gmail.com
- Taawoun , Sharjah , U.A.E
- Visa status: **Transferable residence**
- Availability to join a job:
A month or less .

EDUCATION

Master in Accounting & Taxes
Faculty of Economic| 2020
Damascus University | 74%

Bachelor's in Accounting
Faculty of Economic| 2014
Damascus University | 84%

Excellence certificate
GPA 87%

SKILLS

- MS Office Expert
- Advanced accounting software proficiency. (Al-Ameen – IREAS)
- Accurate data analysis.
- International accounting standards.
- Precise financial report preparation.
- Accounting entry review.
- Bank reconciliation mastery.
- Information security skills.
- Financial continuity analysis.
- Fixed asset depreciation.
- Intangible asset analysis.
- Tax operations management.
- Effective communication skills.

LANGUAGES

- Mother language:** Arabic.
- English:** Just write and understand.

MAYSRAH ALKARFAN

SENIOR ACCOUNTANT

SUMMARY

I am an experienced accountant with extensive expertise in preparing financial reports and credit allocations in accordance with international standards. I provide support in external audit preparation, managing accounting entries, and bank reconciliations. My responsibilities also include analyzing and preparing financial estimates, as well as assisting in tax reviews and monitoring tax law updates. With my broad experience, I excel in efficiently performing diverse accounting tasks.

EXPERIENCE

Senior Accountant 01/2020 to 12/2023 - 4 years
United Nations Development Programme.

- Prepare quarterly and annual financial reports.
- Prepare expected credit allocations in accordance with international accounting standards.
- Assist the head of the Finance and Accounts Department in preparing the requirements of the external auditor and managing the workflow during the audit.
- Prepare and review accounting entries.
- Prepare bank reconciliations and monitor them.
- Assist in preparing payments to suppliers and monitor banking accounts.

Senior Accountant 04/2017 to 12/2019 - 3 years
Arab Insurance Company.

- Prepare quarterly and annual financial reports.
- Prepare expected credit allocations in accordance with international accounting standards.
- Assist the head of the Finance and Accounts Department in preparing the requirements of the external auditor and managing the workflow during the audit.
- Prepare and review accounting entries.
- Prepare bank reconciliations and monitor them.
- Assist in preparing payments to suppliers and monitor banking accounts.

COURSES

- IFRS - International Financial Reporting Standards.**
Start Date: Apr 2019 | Duration: 5 months.
- Syrian chartered Accountant.**
Start Date: Jun 2022 | Duration: 6 months.
- Intermediate Accounting Course - IA.**
Start Date : Jul 2018 | Duration: 3 months.
- Business Correspondence Course.**
Start Date: Apr2018 | Duration: 3 months
- The Custodian Course.**
Start Date: Jan 2014 |Duration: 3 months
- Financial Markets Course.**
Start Date: Dec2019 | Duration: 2 months
- Cost Accounting Course.**
Start Date: Jun 2016 | Duration: 3 months
- Emotional Intelligence Course.**
Start Date: Feb 2015 | Duration: 1 month
- Neuro-Linguistic Programming (NLP) Course.**
Start Date: Mar2015 | Duration: 2 months
- communication skills.**
Start Date:May2015 | Duration: 1 month