

CURRICULUM VITAE

PERSONAL INFORMATION

MOHAMMAD ALADAWI

United Arab Emirates

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Sex Male | date of birth 1994 | Nationality Syrian Single

BS IN ECONOMICS/ ACCOUNTANT

WORK EXPERIENCE

(12/2021 – 02/2022) Accountant, Sehr Paris Perfumes Company. Ajman, UAE

- *Preparing accounts and tax returns.*
- *Monitoring spending and budgets.*
- *Compiling and presenting financial and budget reports.*

(01/2018 – 09/2021) Accountant, Haram Transfer Company, Dara, Syria

- *Customer service treasurer*
- *Following up VIP customer accounts*
- *Preparing daily financial reports*
- *Preparing employee pay rolls and salaries delivery*

(01/2016 – 11/2017) Accountant, International Diamond Magic Foundation, Syria

- *Treasurer*
- *Following up the bank balances of the company and money deposition in the accounts*
- *Preparing employee pay rolls and salaries delivery*

(03/2016) ICDL Certificate; syllabus version: Standard ICDL V6

(03/2017 – 06/2017) three months course Certificate in (HUMAN RESOURCES ASSISTANT); United Nations Relief And Works Agency, Syria; grad excellent

(24/07 -24/08 - 2017) one month course in AL AMIN ACCOUTING PROGRAM certificate, ministry of education; AL MAJD center for IT and commercial sciences, Syria

EDUCATION (2011 - 2016)

Graduated from faculty of economics, Accounting Department, Damascus University, Syria. (GPA: good).

PERSONAL SKILLS

Mother tongue Arabic

Other languages

English very good C1

Communication skills

Ability to learning and to be creative in work also withstanding work conditions. Good communication skills and collaboration with teamwork gained through my experience.