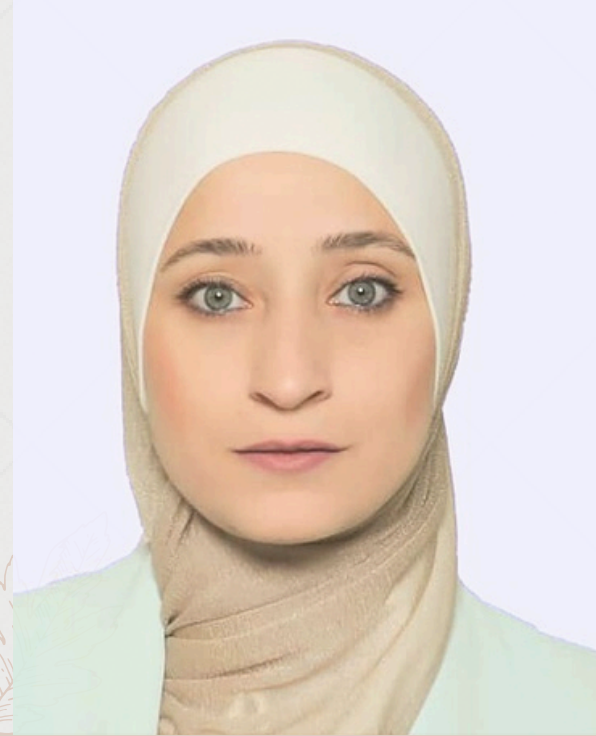


ALAA AL BADAWI

SENIOR ACCOUNTANT



I have great experience and I have gained many experiences in working as an accountant and I have sufficient skill and ability to deal with computer programs and I can correct any financial errors in the accounts.

EXPERIENCE

EXTERNAL AUDIT | AF OFFICE
2023 - PART TIME

- Internal auditor for some companies
- Preparing financial statements

SENIOR ACCOUNTANT | ELLE BOUTIQUE
2022 - 2024

- Matching supplier accounts
- Follow up on posting sales invoices
- Matching agents' accounts and calculating their commission from sales
- Matching bank and fund statements
- Posting periodic expense entitlements
- Posting costs on manufacturing orders
- Preparation of monthly payroll
- Support month-end and year-end close process
- Recording of purchases

INFO

- Birth Date : 06-09-1990
- Alaa.mah.albadawi@gmail.com
- 00971-553874703
- [linkedin.com/alaa-mah-albadawi](https://www.linkedin.com/in/alaa-mah-albadawi)

SKILLS

- Project management
- Strong decision maker
- Complex problem solver
- Loyalty to work
- Word Processing Tools

EXPERIENCE - CONTINUED

ACCOUNTANT | KABOR COMPANY
2021 – 2022

- Documenting purchases
- Recording the posting of financial operations
- Sales movements
- Accounting entries to the Al-Ameen program
- Recording expense entries
- Follow up on customer collections
- Accounts receivable collection

ACCOUNTANT | IT OFFICE
2019 – 2021

- Recording cash entries
- Recording expense entries and verifying their accuracy
- Follow up on customer collections
- Conduct a physical inventory of the inventory and match it with the book inventory
- Posting purchase entries
- Posting Journal Entries and preparing Financial Reports

ACCOUNTANT | SALAMA CARE
2014 – 2017

- Post sales invoices
- Follow up on customer collections
- Conduct a physical inventory of the inventory and match it with the book inventory
- Post actual costs for products
- Follow up on inventory movement
- Accounts receivable collection
- Preparation of monthly payroll
- Recording of purchases

EDUCATION

- COMMERCE AND ECONOMICS
Damascus University Accounting 2017–2021
- ENGINEERING TECHNICAL Institute
Engineering Drawing 2008–2010

CERTIFICATIONS

- Icdl | Newhorizon
- Accounting programs | Alabjadi
- Advanced excel | Online
- Certified accountant | Association of Certified Accountants