

***OBJECTIVE***

Seeking a job in a challenging accounting career at a reputable company where my backgrounds and my skills can be well utilized.

***PERSONAL INFORMATION***

Name : Raie .

Nationality : Syrian.

Marital Status : Single.

Date of Birth : 05/07/1981.

C/o-Mobile : +971504973598

Email  **:** **raie.16261@2freemail.com**

***EDUCATION***

* Bachelor’s degree in Business Administration , Finance and Investment

 (Tishreen University).

* Diploma in Commercial Management Damascus. Syria.

***WORK EXPERIENCES***

* 01/03/2009 to 26/05/2010 in Queen Center Arjaan Rotana

 As Income Auditor & Account Receivable & Account Payables

* 01/01/04 Up 30/09/2008 Sheraton Ma'aret Sednaya \_ SYRIA (STARWOOD COMPANY)

Position : Senior Accountant

 Income Auditor & Account Receivable & Account Payables & Payroll & General Cashier

***ACCOUNTING PROGRAM EXPERIENCE***

* Take care
* Sun
* Fidelio
* Oprah
* Micros

***JOB DESCRIPTION***

* Verify the General cashier's Report and Income JV.
* Review supplier invoices, and General Ledger coding of expenses.
* Verify expense reimbursement with supporting document, and ensure that they are in accordance with the policies and procedures.
* Review payroll reports with supporting documents at the month end.
* Prepare the General Ledger Reconciliation.
* Follow up for the renewals of contracts expiring.
* Adjust entries to be prepared on the basis of General Ledger reconciliation.
* Prepare , post and update standard journal voucher and adjustment journal voucher entries at the month end , such as – prepaid expense , operating provisions , payroll , payroll accruals , general stores issues , engineering store issues, reconciliation of food &beverage cost, accruals, provisions, allocation of expense .
* Prepare bank reconciliation statement.
* Prepare post adjustment and close entries.
* Print &check financial statement.
* Check General Cashier's cash count summary.
* Ensure that all accounting reports and job deadlines for other staff are met.
* Account payable Aging report to be reviewed.
* Inter hotel payments to be followed up.
* Verify and approve master file information (creditors, debtors, payroll, assets) on the Accounting system

***SKILLS***

* Computer: Excellent Knowledge of windows.

 Accounting programs .

 Internet.

* Business : Time management , Organization , Leadership ,

 Excellent Communication

* Languages : Native language Arabic

 Good command of both written and spoken English.

* Very good Knowledge of Sales, Reservation, Front office Jobs in Hotels.

 ***ETERESTS AND CHARACTERISTICS***

* Reading , Walking
* Ambitious, hard working, working under pressure, team work, practical, active.

 ***Hope to be one of your families***

***&***

 ***With all my thanks’ & respect...***