



Al-Yaqeen Ebraheem Baddour

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Profile

- An accountant with Bachelor's degree in Financial & Banking /Tishreen University
- 8 years of Experiences.

Personal Information

- Marital status: Single.
- Gender: Male
- Nationality: Arabic Syrian.
- Date of birth: 28/9/1994

Key Hard Skills

- Accounting.
- Microsoft office.

Work Experience

Accountant

FROM Feb 2022

Khumra studio – DUBAI & Iraq- Online

- Daily follow-up of the company owner's account movement and recording it on the system.
- Permanent follow-up with accountants in Iraq to ensure the correct implementation of operations and in case of any problem to solve it.
- Carrying out a comprehensive weekly review of the operations that took place during the week.
- Issuing and checking the necessary reports extracted from the system.

Accountant

FROM May 2021

ASAS FOR AUDITING & CONSULTANCY L.L.C, DUBAI, UAE

- Post and process journal entries to ensure all business transactions are recorded.
- Issue invoices & Update accounts receivable.
- Update accounts payable and perform reconciliations
- Prepare and submit weekly/monthly reports.
- Submit VAT Reports on the specified dates.
- Preparing and implementing the payroll list.
- Daily reconciliation of the cash balance between the branches and the parent company.
- Carrying out the monthly inventory of the branches and matching them with the sales system to ensure the safety of work and the absence of any errors or theft attempts.

Accountant

Mar 2019 – Mar 2021

ELLA MEDIA SERVICES Company, Lattakia, SYRIA

- Post and process journal entries to ensure all business transactions are recorded.
- Reviewed and processed vendor invoices for payment.
- Prepare and submit weekly/monthly reports
- Doing bank deposits.
- Preparing and implementing the payroll list.
- Daily reconciliation of the cash balance between the branches and the parent company.

Accountant

Apr 2015- Feb 2019

Rotana Hotel, Latakia, SYRIA

- Reviewed and processed vendor invoices for payment.
- Generated invoices based on established clients schedules and terms.
- Doing bank deposits.
- Sending bank balances daily.
- Preparing and implementing the payroll list.
- Preparing reports on bonuses, compensations, and overtime pay and disbursing them to the beneficiaries.

volunteer activities

- **International Education Exposition IEE** Damascus | Syrian Arab Republic 2016
- **2nd Economic Exhibition EE** Tishreen University | Syrian Arab Republic 2016
- **1st Economic Exhibition EE** Tishreen University | Syrian Arab Republic 2015

Languages

- Arabic: Mother Tongue.
- English: Good.

Education

- Bachelor's degree in **Financial & Banking** /Tishreen University/ 2013-2019

Training courses

- **Tally ERP** accounting system, self-education | 2021
- **QUICKBOOKS** accounting system, self-education | 2020
- **Odoo** accounting system, self-education | 2022
- **Al-Manara** for accounting and stores MMIS TECHNO-HOME ACCADIMY | 2016
- **Al-Ameen** accounting system, TECHNO-HOME ACCADIMY | 2016

Key Soft Skills

- Great attention to detail.
- Problem solving.
- Excellent organizing abilities.
- Work under pressure.