

ALAA KURBAJ

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Accountant

SUMMARY

Experienced Accountant with a strong background in financial analysis, budgeting, and financial reporting. Skilled in managing complex accounting tasks and ensuring compliance with accounting standards. Proficient in using accounting software and conducting detailed financial reviews to optimize financial performance. Demonstrated ability to provide strategic financial guidance and drive business growth through sound financial management practices.

PROFESSIONAL EXPERIENCE

General accountant , Muzayik Home Appliances L.L.C, Dubai, UAE **2021 - Present**

- Prepared general ledger and journal entries analysis.
- Supervised junior accountants and monitored their work daily.
- Assisted junior accountants in preparing month end reports and monthly bank reconciliations.
- Filed SEC reports and forms.

General accountant , Hamdan Roads Contracting L.L.C, Al Fujairah, UAE **2019-2021**

- Analyzing and forecasting financial requirements for the company.
- Supervising and ensuring efficient workflow for all financial transactions in the company.
- Monitoring and implementing all accounts payable check activation and wire transactions.
- Assisting sister departments in their account reconciliation process on monthly basis.

Management Accountant , Satellite Company For Internet And Satellite Services Lebanon **June 2013 - August 2019**

- Managing financial statements and data organizing.
- Power to concentrate for extending periods during sessions of complex finance analysis
- Ability to initiate and manage new financial systems.
- Knowledge of types of equipment, including their design, uses, repair, and maintenance.

Sales Manager – Financial Accountant , Chinese Dragon Store For Household Accessories, Syria **March 2012 - August 2013**

- Managing sales budget and setting targets.
- leading the sales teams and motivating them to achieve targets.
- Preparing all income and expenditure transactions.
- Ensuring all vouchers were prepared without delay, and all payments were issued on time

Assistant Accountant , Commercial Bank Of Syria **August 2012- February 2013**

- Writing a variety of reports for a wide range of audiences regarding applications, accounting, and other matters relating to the work.
- Maintaining records on the computerized database system.

Financial Accountant , The Syrian Jordanian Company for Industry – Carpets Factory –, Syria **January 2012- July 2012**

- Preparing revenue budget forecasts, and assisting on marketing plans.
 - Document management activities including drafts, invoices, receipts, and payments.
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EDUCATION

- A college degree in Accounting and Finance, from the Technical Institute for Accounting and Finance, Aleppo University, Syria
- Highly qualified in computer skills including the ability to work with various accounting tools/software with more than 8 years of experience.

LANGUAGES

- Arabic Native
 - English good
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FEATURES

- Valid UAE driving license
 - Valid UAE residency permit
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SKILLS

- Microsoft Office tools including " Word – Excel – Powerpoint – Access"
- Proficient user of Khwarizmi Accounting software.
- Proficient user of Al-Ameen Accounting software.
- Open-minded and respectful to other opinions.
- Creative and self-motivated with high performance
- Punctual and reliable with the ability to multitask.
- Great leadership and teamwork skills
- Ability to work under pressure.
- Great in problem solving and decision-making.