



Joseph Philippos

Date of birth: 21/07/1990 | **Gender:** Male | **Marital status:** Single |

Mobile number | (+971) 527002402 | philippos.joseph@gmail.com |

Address: AlBarsh1, Dubai (United Arab Emirates)

EDUCATION

10/2015 – 02/2020 – Beirut, Lebanon

Master of Business Administration (MBA)– Arts, Sciences and Technology University in Lebanon (AUL)

09/2008 – 06/2013 – Aleppo, Syria

Bachelor's Degree in Economics (Accounting Department) – Faculty of Economics, Aleppo University

07/2008 – Aleppo, Syria

Certificate of General Secondary School, Scientific Section

WORK EXPERIENCE

09/2020 – 01/2021 – Aleppo, Syria

BANK OF SYRIA AND OVERSEAS (BSO) – Bank teller

- Providing account services to customers by receiving deposits and loan payments, cashing checks, payment order, savings book.
- Maintain and balance the cash drawer on a daily basis by accounting for cash assigned, received, and disbursed.
- Performing transfers between two accounts and supervising incoming and outgoing remittances.
- Completing special requests by closing accounts and activate dormant accounts.

08/2020 – 08/2021 – Aleppo, Syria

BEING MEDICAL EQUIPMENT - Sales representative

- Arrange appointments with doctors and offer them the new and current dental products.
- Working independently and within a team to arrange meetings with health care professionals.
- collaborate with colleagues to exchange information, such as information on selling strategies and marketing information.
- Giving sales presentation to a range of prospective clients and preparing weekly and monthly reports.
- Answering client questions about credit terms, products, prices, and availability.

11/2015 – 06/2020 – Beirut, Lebanon

WHOLESALE OFFICE - Sales representative

- Supervising the sales and distribution operations.
- Contact new and existing customers to discuss their needs and explain how specific products can meet these needs.
- follow up with customers to make sure that they are satisfied with their purchases and to answer any question or concern they might have.
- Obtaining deposits and balance of payment from clients.
- Searching for new markets and customers.
- Organizing incoming and outgoing accounts.

04/2015 – 010/2015 – Antelias, Lebanon

CGF CONSULTANTS & AUDITORS - ACCOUNTANT

- Post daily accounting transactions and reconcile Supplier Accounts.
- Manage fixed assets transactions, calculate amortization.
- Calculation and declaration of the tax on salaries.
- Preparing the Social Security Declaration and VAT declaration.

08/2013 – 04/2015 – Beirut, Lebanon

ZREIK ACCOUNTING OFFICE - ACCOUNTANT

- Post accounting transactions (Purchases, Sales, Expenses, Payroll) into the General Ledger for each firm.
- Calculation & Declaration of the Tax on Salaries.
- Keeping account books and systems up to date.
- Reconcile accounts payable and receivable.
- Bank reconciliation operations.
- Preparing the Social Security Declaration and VAT, Tax declarations.

07/2010 – 12/2010 – Aleppo, Syria

AKASH ACCOUNTING OFFICE – ACCOUNTANT TRAINEE

- Post accounting transactions.
- Assist with closing the books and in producing monthly Profit and Loss statements.
- Calculation & Declaration of the Tax on Salaries.

● **LANGUAGE SKILLS**

Mother tongue: ARABIC

Other language(s):

English: Fluent in spoken and written

German: Basic knowledge (A2)

French: Basic knowledge (A2)

● **Awards and Certificates**

- 10/2015 – 12/2017
Scholarship from KAAD (Katholischer Akademischer Auslander-Dienst)
- 07/2010
Certificate of International Computer Driving license (ICDL)

● **IT Skills**

- Operating systems: windows, android
- Office (Word, Excel, PowerPoint, Access)