

# CURRICULUM VITAE

## PERSONAL INFORMATION

**Name:** Mahmoud Ghassan Zamrini

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**E-mail:** [mahmoudsmile86@gmail.com](mailto:mahmoudsmile86@gmail.com)

**Date/place of Birth:** March 11<sup>th</sup> 1986, Tartous / Syria.

**Citizenship:** Syrian

**Gender:** male

**Marital Status:** Married



## OBJECTIVE

- To work in an establishment where I can prove my abilities and enhance myself as an individual
- To secure a position in a strong firm where I can utilize my experience seeking for new challenges in a progressive environment while providing suitable opportunity for career growth and future advancement

## SKILLS

**Language:** Arabic (Native), **English:** Fluent in all skills with high proficiency.

**Computer:** (ICDL) Certificate, PHOTOSHOP, SPSS Program ,Computer Accounting Programs " ALAMEEN , ALMOMAYAZ ".

## EDUCATION

- **2010-2012:** (( **MBA** )) Master Of Business Administration / SV University – Damascus -Syria
- **2005-2010:** Bachelor's Degree in Economy, Section of Business Administration, Tishreen University- Syria.

## EXPERIENCE

### **SIDRA SHIPPING AGENCY:**

**01-01-2006 till 30-04-2019**

✓ **Head of administration AND Accounting Department:**

- 1- In charge of the daily operations of the department whether about the ships ,the goods or the financial matters
- 2- Connecting with ship-owners, bankers, auditors and service provider companies to ensure effective business deals coming in meeting all their needs
- 3- Preparation of invoices
- 4- Maintaining the daily records of all acts of our existing ships and goods
- 5- Preparation of monthly and annual financial reports
- 6- Preparation of the Annual business statement, Final accounts, Final budget, and showing the final annual profit or loss.

### **TAYARA FOR CONSTRUCTIONS AND CONTRACTING ( TCC ):** 01-03-2005 till 30-11-2005

✓ **Assistant in Human Resources Department**

- 1- Determine the requirements of field staff and present to the Senior Management of the company and coordinate with them
- 2- Provide the Company's Senior Management with daily reports on the conduct of business
- 3- Save all documents relating to staff in a special file with confidential and follow-up with regard to procedures Personnel

## OTHER SKILLS

- 1- Very good correspondence skills
- 2- Take pride in doing a good job and achieving results
- 3- Enthusiastic ,Personable ,Professional in manner
- 4- Very Creative/Critical thinking with “can-do” attitude
- 5- Able to work energetically individually/Team under difficult circumstances
- 6- Ability to analyze financial data and to prepare accurate reports in a timely fashion.

**References Available upon Request**