



# Kinan Wehba

Accountant

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- Damascus, Syria

## SUMMARY

To build a career that offers challenge, growth and opportunities to enrich my knowledge and skills while contributing my best to the organization I work for.

## EXPERIENCE

- General Accountant**  
Falez cosmetics ↗

10/2018 - Present

  - Reviewing all financial transactions for accuracy and ensuring that accounting records are up to date
  - Preparing financial statements, tax returns, and other reports based on standard accounting practices
  - Providing reports to management regarding the financial status of the company, including trends over time
  - Managing accounts payable and receivable, including collecting payments and identifying potential risks of non-payment
  - Preparing reports on financial activities, such as sales figures, cash flow projections, and inventory levels
  - Reviewing purchase orders before they are processed to ensure that they comply with company policies
  - Record the project's financial transactions on the financial system (Sahli Soft).
- Accountant**  
Salhani and Nahas

02/2013 - 09/2018

  - Review operations for account accuracy, manage banking reconciliations and exchange rates year-round.
  - Prepare final budgets, issue financial and inventory reports, distribute profits, identify financial obligations for alerting and forecasting future expenses
  - Manage financial operations for incoming/outgoing resources, determine overall business profits/losses.
  - Record the project's financial transactions on the financial system (Al Ameen soft).
- Accountant**  
Sedi Hisham ↗

03/2012 - 01/2013

  - Responsible for the finance report and inventory for the distribution network.
  - Calculating the salaries and benefits for the employees.
  - Record the project's financial transactions on the financial system (Sahli Soft).
- Customer Service**  
SahliSoft ↗

02/2010 - 06/2012

  - Working in a leading company in the field of accounting software and data development has enhanced my experience in building accounting data to provide us with better results in the future, It also expanded my knowledge of accounting treatment methods for different professions and industries
- Accountant**  
Casucci ↗

01/2008 - 01/2010

  - Inventory Accountant
  - Record the project's financial transactions on the financial system (Al Ameen Soft)

EDUCATION

Economics and Business Damascus University - Bachelor's	2005 - 2009
Commercial High-school	2001 - 2004

CERTIFICATES

Work Smarter with Microsoft Excel ↗ Microsoft	01/2023
Python for Everybody Specialization ↗ University of Michigan Course : <ul style="list-style-type: none"><li>• Programming for Everybody (Getting Started with Python)</li><li>• Using Python to Access Web Data</li><li>• Python Data Structures</li><li>• Using Databases with Python</li><li>• Capstone: Retrieving, Processing, and Visualizing Data with Python</li></ul>	12/2023
Data Everywhere (Data analysis) ↗ Google	05/2023

SKILLS

Microsoft Office	Advanced	Microsoft Dynamics NAV	Intermediate
Al Ameen Soft	Advanced	Programming (python)	Intermediate
Sahli Soft	Advanced	It and network	Intermediate

LANGUAGES

Arabic	Native	Persian	Basic
English	Intermediate		