

PERSONAL INFORMATION



Bisher ALbahra

📍 IRAQ. Erbil 120 M ST, Atconz

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✉️ Bisher.bahra@gmail.com

Gender: Male | Date of birth 1/1/1993 | Nationality Syrian

WORK EXPERIENCE

July 2017 - Till now
Erbil- Iraq.

- **BITCO Company**
- **Junior Accountant.**
- Complete and analyse financial information to prepare financial statements including monthly and annual accounts.
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Ensure all financial reporting deadlines are met
- Prepare financial management reports
- Ensure accurate and timely monthly, quarterly and year end closing of accounts
- Establish and monitor the implementation and maintenance of accounting control procedures
- Resolve accounting discrepancies and irregularities
- Payroll, Cash Sales, payable, general ledger and receivable accounts maintenance and preparation
- Continuous management and support of budget and forecast activities
- Develop and maintain financial data bases
- Financial audit preparation and coordinate the audit process
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Ensure the Inventory control
- Ensure the accurate Daily Cash collection with Cashier Statement.
- Petty Cash Handling
- Follow the ISO process for documentation
- Prepare Financial reports
- Computer efficient especially EXCEL.

March 2015 - March 2017

Accountant & Financial Coordinator

Damascus Syria.

AL-Mashrek for General Trade

- Responsible of the Entries of asset, liability, and capital account.
- Documents financial transactions.
- Analysing accounting options & Recommending the financial actions.
- Releasing yearly balance sheet, and Quarterly budget.
- Substantiates financial transactions with auditing documents.
- Strictly stick to the accounting policies and procedures to maintain stability, control, fluence of the accounting system.

January 2013 – February 2015

Store keeper

Damascus Syria

AL- Nwaylati for General Trade

- Official Documentation of the stock transaction
- Preparing packing list and delivery reports to complete the supply chain and despatching correctly.
- Supervising the in and out dispatching processes and guaranty the Quality of storing, material priority, and storing space usage.

Volunteering

05/09/2012 - 1/10/2014

RBCs Team (Red Blood Cells) HR Manger a group

Helps other students to improve their scientific level by preparing lecture notes and providing useful activities for charity.

Provides free courses for students specialized in accounting and cooperation with specialized professors in this field

learns group management and task allocation to everyone

Achieving the goals of the team through teamwork and setting a timetable for each goal

EDUCATION AND TRAINING

2011 – 2017

Accounting Bachelor's degree.

Faculty of Economics - Damascus University.

2015

CMA attendance.

IAC

2015

Intermediate Accounting

AL-TANMYA institute

Certified by international accreditation organization Houston USA.

2017

Accounting Auditing Course.

AL-SHAM ISLAMIC BANK

PERSONAL SKILLS

LANGUAGES

Arabic Native language

English (Good)

COMMUNICATION SKILLS

Team work: Like the teamwork environment.

Reliable, trustworthy, Self-motivated, and thirsty for knowledge.

Computer skills

- MS Office Suite.
- Familiar with Accounting ERP systems like Omega System, AL-RASHEED and AL AMEEN and other provided environments

References

- **Bitco Company**

Finance Manager : Mr. Ahamad Al-sasa <Ahmad.Alsasa@outlook.com>

- **AL-Mashrek company**

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GM : +963 944 44 25 89

Anas.Bahra@Gmail.com

- **AL- Nwaylati company**

Direct Manager Eng .Muhammed Nweylati <M.nweylati@gmail.com>

- AL-Tanmya institute

Website : www.altanmya.net

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Sky education institute

Tel : +963 940 00 99 92

Website : skyeducation-pro.com