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| **PERSONAL INFORMATION** | **Ahmad Ali Assad** |
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|  | First name: Ahmad  Last name: Assad  Baghdad\_Iraq |
| 00963- 988369846  00964- 7812912212 |
| [Ahmadaasaad1995@gmail.com](mailto:Ahmadaasaad1995@gmail.com)  Gender male | Date of birth 25/06/1995 | Nationality Syrian  Military Service Exempt |

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| **WORK EXPERIENCE** |  |
| **01\05\2021 – 30\10\2021** | **Payroll and benefits specialist** |
|  | **Al-Resala Group (Milkman Factory) for Food Industries (Damascus-Syria)**   * Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payments) * Coordinate timekeeping and payroll systems * Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades * Supervise and coach payroll clerks and assistants * Collaborate with Human Resources (HR) and accounting teams * Maintain accurate records and prepare reports |

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| **27\10\2019 – 10\2\2021** | **Chief of accounts** |
| **Royal Galaxy Group of Restaurant (Iraq-Baghdad)**   * Operations Department in the Financial Department, analyzing accounting data and preparing financial reports * Supervising all payments and expenses Conducting inventory adjustments * Preparing budgets |
| **7\5\2018 – 17\10\2019** | **Account Executive Manager** |
| **Gemini Group of Restaurant (Syria-Damascus)** |
| * Documenting financial transactions and records, purchases and sales movements * Preparing reports and financial statements periodically * Preparing the monthly trial balance * Suggesting the financial measures to be taken |
| **7\1\2017 – 6\5\2018** | **Cost Accountant** |
| **Gemini Group of Restaurant (Syria-Damascus)**   * Gather cost information and maintain an expense database * Determine fixed costs (such as salaries, rent, and insurance). |
| **1\1\2016 – 30\6\2017** | **General Treasurer** |
| **Gemini Group of Restaurant (Syria-Damascus)**   * Prepare expense reports on a regular basis |
| **2\1\2017 – 30\9\2019** | **Officer** |
| **The National Institute of Public Administration (Syria-Damascus)**   * Monitoring legal affairs and related legal contracts and transactions, and the Investigation and Grievances Department |

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| **EDUCATION AND TRAINING** |  |

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| 2019 | Bachelor Degree in Law |  |
| Damascus University, Damascus (Syria) \ Specialist in International law | |

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| 2020 | Accounting and financial Management |  |
| Edrak | |
| 2020  2020 | Human Resource Management |  |
| Edrak  Leadership Skills  ALTANMYA\_Education and Development, Damascus (Syria) | |

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| 2019 (3months) | Excel Business |  |
| ALTANMYA\_Education and Development, Damascus (Syria) | |
| 2014(3 months) | ICDL | |
| Asia Center, Damascus (Syria) | |

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| **PERSONAL SKILLS** |  |

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| Mother tongue(s) | Arabic | | | | |
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| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
| Listening | Reading | Spoken interaction | Spoken production | C1 |
| English | B1 | B1 | B1 | B2 |
|  | Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user | | | | |

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| **Skills** | * Microsoft office * Communication and negotiation skills * Powerful in PR skills * Supervising and managing / Administrating * Computer skills( office-Take care -Al Amin – Al Khazen (HR-Acc) Omega)   References:  Available upon request |