

PERSONAL INFORMATION



Mr.Moustafa Sarmini

📍 Aleppo (Syria)

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✉ Mostafasarmini20@gmail.com

📅 Date of birth: 4/1/2002

🇸🇾 Nationality: Syrian

WORK EXPERIENCE

1/2021 – UNTIL NOW

Accountant at XP (Full Time) Treading Company

- Daily review of the company's general budge
- Managing weekly cash forecast
- Register monthly expenses, transfers, exchanges, advances and bills.
- Writing daily constraints.
- work within a company accounting program
- Take scan for important documents and archiving.

12/2017 – 1/2021

Sales Man – Orango Group (Full Time)

- Coordinate with the suppliers in order to receive the goods.
- Manage the goods based on the order request.
- Packing the goods in cartons.
- Coordinate with the team work to reach the target that put from Head Office.
- Communicate with center's manager to bring new ideas that develop the work.
- work within a company program.

EDUCATION AND TRAINING

10/2019– 1/2022

Banking and Finance Institution.

Aleppo University , Aleppo ,Syria.

TRAINING COURSES

Essentials of Al-Ameen accounting programme

11/2021

By Project training centre

Essentials of Al-Bazar accounting programme

9/2021

By Project training centre

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Good	Good	Good	Good	Good
ORGANISATIONAL / MANAGERIAL SKILLS	<ul style="list-style-type: none"> ▪The ability to work under pressure. ▪Work on Al-Ameen program ▪Work on Al-Bazar program ▪The ability to work in a team. ▪Self-motivated and flexible. ▪Excellent communication and interpersonal skills. ▪Work with diplomatic attitude ▪Work with MS Office 				

REFERENCES

Yahya Akili "Accounting Manager"
00963988851581