

Hibatallah Akram

Alfakhouri

Business administration
Accountant

General Info

Nationality: Syrian
Date of birth: 05/01/2000

Contact

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00201070884665

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haboochh@gmail.com

Address
Cairo
Egypt

Languages

English

Very Good

Arabic

Native Tongue

Technical Skills

Accounting Software

Data analysis tools

Microsoft office

Objective

Seeking a challenging and interesting job where my academic background, experience, and skills could be utilized and developed.

Highlights of qualifications and skills

Organizing, Attention to detail, Business process improvement, Strategic Planning, Leadership, Communication, negotiation, presentation, and Motivational skills.

Work Experience

Jan. 2024	Accountant
Oct. 2024	Al-Akram for Food Industry
	Egypt, Cairo
	<ul style="list-style-type: none">● Responsible for Exports, Imports, Production, and Inventory.● Handling payroll processing, ensuring accurate and timely salary disbursement for employees.● Ensuring adherence to financial regulations and internal control procedures.● Conducting variance analysis and provided actionable insights to improve cost efficiency.● Reconciled bank statements and maintained accurate records of financial transactions● Collaborating with departments to resolve discrepancies in financial records.● Conducting inventory checks and update asset management’s logs.
Oct. 2023	Accountant
May . 2024	Rivan Furniture
	Egypt, Cairo
	<ul style="list-style-type: none">● Managing and tracking customer orders and deliveries for all branches, ensuring accuracy and timely processing.● Monitoring and recording company expenses to maintain up-to-date financial records● Calculating and analyzing profits and losses to provide accurate financial insights to management.● Ensuring compliance with financial policies and accounting standards.● Preparing weekly financial reports and inventory.

Soft Skills

- Analytical thinking
- Time Management
- Excellent written and oral communication skills
- Creative problem solving
- Team Collaboration
- Adaptability to changes

Aug. 2023
Jul. 2024

Accountant

AlNajjar House

Syria

- Remotely job
- Monitoring and recording outgoing and incoming transactions ensuring accuracy and compliance with company policy
- Recording and monitoring financial transactions related to exports and imports
- Preparing detailed reports on export and import activities.
- Overseeing production costs and maintaining accurate record of materials and resources used.
- Generating financial statements related to inventory, production, exports, and imports.
- Providing management with actionable insights and analyses to support decision- making
- Preparing periodic financial reports.

Education and Courses

2019 - 2023

Bachelor of Economics, Business Administration Department

Syrian Virtual University – Syria

Professional Courses

- **New Horizons Institute**
3A English levels
- **BASIC BUSINESS SKILLS ACQUISITION (BBSA)**
Course included:
Business Writing, Business English, Presentation & Computer skills
- **Al-Ameen Accounting Program**
Three Levels Course
- **Al-Ameen Accounting Program**
Certified as an accountant after a specialized training for accounting

Computer skills

- Fully conversant with Microsoft Office Applications
- Excellent in dealing with Internet and related applications.
- Presentation Skills

References

Available upon request