



ALAA MUSTAFA ALDAHAB

{ Accountant }

+971567125191

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Dubai – United Arab Emirates

❖ **INFORMATIONS :**

- **Birth Year :** 1991
- **Birth Place :** Damascus
- **Visa Stutes :** Residence Golden Visa
- **Material Status :** Married
- **Nationality :** Syrian
- **Driving Licence :** UAE

❖ **WORK EXPERIENCE :**

- **OBJECTIVE :**

An accountant with six years of major experience in specializing in data accuracy, analysis, and addressing administrative problems, in addition to long experience in coordinating innovative work and improving the experimental level .

* **CARGO Co. (DHL)**

Sales Accountant

2016 – 2018

1. Entering daily sales and matching customer balances
2. Bills of Lading Pricing
3. Receive cash

* **SWEET BOX Co. (TARABISHI)**

Head of Accountant

2018 – 2020

4. Entering daily sales and purchases and following up on the movement of account balances
5. Follow up the manufacturing process and determine the cost of finished materials
6. Inventorying the warehouse, following up on existing materials and requesting shortages
7. Follow up on the movement of expenses and salaries
8. Preparing final lists

* **FOOD Co. (SPRING)**

Head of Accountant

2020 – 2023

9. Entering daily sales and purchases and following up on the movement of account balances
10. Follow up the manufacturing process and determine the cost of finished materials
11. Inventorying the warehouse, following up on existing materials and requesting shortages
12. Follow up on car traffic and its expenses
13. Provide reports to analyse appropriate data and results

❖ WORK EXPERIENCE :

* PLASTEK Company (ALAFAAQ)

Head of Accountant & PRO

2023

14. Submit NOC to all ministries and government authorities through approved outlets by

15. Following up NOC submittals for Road Infrastructure, Road Diversion (If required) and

16. Follow-up of obstacles and issues that hinder the progress of work and work on them

❖ EDUCATION :

- 4th Year of Bachelor of Accountant
(Final Exam Done – Waiting Result)

2024

❖ TRAININGS :

- IA
- Accounts Software
(AL-SAHLI & AL-AMIN)
- EXCEL
- Odoo

❖ LANGUAGE :

- Arabic
- English

❖ REFERENCE :

- Mr. Mohamad Alhalwani
(054-3504116)
Husband