



Jbran Fallouh

Date of birth: 29/10/1996

Nationality: Syrian

Sex: Male

CONTACT

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ABOUT MYSELF

Dedicated accounting graduate with hands-on experience in data entry and administrative support within associations and companies. Seeking a challenging position where I can leverage my analytical skills, attention to detail, and passion for accuracy to contribute to the organization's success and advance my professional growth.

WORK EXPERIENCE

11/11/2023 Erbil, Iraq

● **Data entry supervisor** ElRyan Company

- Coordination of Administrative Operations
 - Organize and oversee the smooth execution of administrative processes to ensure efficiency across all functions.
- Task Distribution and Team Coordination
 - Allocate tasks and responsibilities among team members, ensuring proper workload balance and timely completion.
- Collaboration with Other Departments
 - Facilitate effective communication and cooperation with other departments to ensure alignment on organizational goals and objectives.
- Supervision and Monitoring of the Team
 - Supervise team performance, track progress, and provide guidance to ensure tasks are completed as per expectations and deadlines

01/09/2022 – 10/11/2023 Erbil, Iraq

● **Data Entry Specialist** - elryan.com

- Adding and modifying products in accordance with website management.
- Adding and modifying products, adjusting product prices using Magento & Oracle NetSuite software

20/02/2022 – 15/08/2022 Erbil, Iraq

● **Data Entry Specialist** - Holland Bazar

- Product Price Entry and Updates
 - Enter and update product prices in the system, ensuring accuracy and consistency.
 - Add detailed product information and attributes to enhance catalog clarity and usability.

20/10/2020 – 23/12/2021 Damascus, Syria

● **Accountant** St. Moses the Abyssinian Association

- Investigating and resolving audit findings account discrepancies
- Review and Audit of Beneficiary Grants
 - Verify the accuracy of financial records related to beneficiary grants, ensuring compliance with the approved budget.
 - Prepare analytical reports detailing disbursed grants and recommendations for improvements
- Payroll Management and Financial Reporting
 - Accurately calculate and disburse monthly employee salaries, ensuring incentives and deductions are properly recorded in accounting ledgers.
 - Prepare periodic financial reports detailing payroll expenses and related cost

15/09/2019 – 10/10/2020 Damascus, Syria

● **Accountant** St.Ephrem Patriarchal Development Committee

- Follow up on the preparation of purchase orders
- preparing financial analyses and reports
- Checking all paper related to financial payments

02/10/2018 – 05/09/2019 Damascus, Syria

Accountant - Kabour Company

- Invoice Entry
- Audit and Verification
- Report Preparation
- Record Management

EDUCATION AND TRAINING

12/07/2018 – 10/10/2018 Damascus, Syria

Accounting Programs (AL-Amen / Al Rashid / Al Edare / Al khazen) Al-Firdaws Institute

12/07/2018 – 10/10/2018 Damascus, Syria

Principles in Human Resources Al-Firdaws Institute

01/03/2018 – 02/06/2018 Damascus, Syria

ICDL IECD Organization

20/10/2014 – 19/10/2021 Damascus, Syria

Bachelor's Degree in Accounting, Faculty of Economics Damascus University

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

Other language(s):

English

Listening B1

Spoken production B2

Reading B1

Writing B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Excel | Microsoft Word | Microsoft Powerpoint | Microsoft Office | ICDL | Zoom | Written and Verbal skills
| LinkedIn | Social Media | Skype | Outlook | Audio typing