

BASHAR OSSAMA MAJAR

PERSONAL & CONTACT DETAILS

Gender: Male

Birth Date: 06.10.1993

Nationality: Syrian

Location : Dubai , UAE

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PROFESSIONAL SUMMARY

Graduated from the Faculty of Business Administration and obtained several training courses in the fields of accounting, financial and banking sciences, media, computer, accounting software, media and information, then moved to Lebanon and worked as an accountant and store manager, Then At Dubai Holding Real Estate as a temporary contract in Dubai, Then I joined the Syrian Pavilion team at Expo 2020.

My experience during 10 years of work and development is to provide first-class service within the office and call center for various types of clients in addition to accounting registration, auditing, administrative assistance and document auditing. One of the most important goals achieved was to delight clients, ensure an accounting audit, and ensure consistent best practices and first-class results for professional office work. I am interested in applying for an available position suitable to my educational background and qualifications and seeking to benefit from the experience to take my next career step forward with a reputable institution.

SKILLS

- Exceptional customer care
- Editing news and creating content
- Integrated Accounting Skills
- Team liaison
- English and Arabic speaker
- MS Skills
- Sales team mentorship
- Real Estate Services
- VIP customer care
- Leadership communication skills
- Document management
- Data Basic knowledge

WORK HISTORY

- 11/2021 – 4/2022 **Visitor reception officer**
Syrian Pavilion Dubai Expo 2020– Dubai , UAE
Receiving visitors and explaining the sections of the Syrian pavilion in both English and Arabic, measuring visitors' satisfaction and transmitting feed back to the pavilion's management
- 10/2020 – 09/2021 **Document Controller, Resale Team, Customer Care**
Dubai Holding Real Estate – Dubai , UAE
Prepare and audit the required documents, Communicate with clients and brokers to complete real estate resale operations quickly and accurately update owners on Yardi system and monitoring system updates Oqood, Auditing the financial operations of the resale process
- 03/2020 – 10/2020 **Accountant**
Tropi Land Food Stuff Trading – Dubai , UAE
Auditing invoices, Prepare sales tax lists and tax refund lists, controlling stock, entering

and purchasing operations, debt collection, controlling entry and exit and distribution of vegetables and fruits, and communicating with customers to ensure their satisfaction.

- 02/2019 – 01/2020 **Accountant**
BIMBO Company – Balbak, LEBANON
Day To Day Record Books Of Accounts.
Maintain Bank Reconciliation Statement And Reconciliation Of Debtor And Creditors.
Maintain Journal Eateries, Sale, Purchase And Expenses Invoice.
Creating Invoices.
Calculation Of Sales Tax And Filing Vat Returns.
Handle Import Export Formalities.
Managing Accounts
Administering Payrolls And Controlling Income And Expenditure
Negotiating The Terms Of Business Deals And Moves With Clients And Suppliers.
- 10/2016 – 10/2018 **Media & Information Officer**
Tartous University – Tartous , Syria
Make meeting with the students and solve the problem
Covering events in the Faculty of Economics
A link between the students and the college Managers
Founder of the Media Unit at the Faculty of Economics in Tartous
- 10/2014 – 10/2016 **Administrative Assistant**
Tishreen University – Tartous , Syria
Organizing office, Electronic Archives, Student services, Controlling University Document
- 02/2012 – 09/2014 **Volunteer Helper**
Isamaili Council For Syria – Salamiyha, Syria
Volunteering Of Quality of Life Program and
Participated in updating Humanitarian Relief Aid Program

EDUCATION

- 04/2019 **Bachelor In Business Administration: Economy**
Tartous University - Tartous , Syria
• Graduate with 71.12
- 05/2018 **Bookkeeping And Financial Computing: Economy**
Syrian Arab Red Crescent - Tartous , Syria
• Coursework in 216 hours
- 07/2017 **Media Editing Art: Journalism**
Journalists Union - Tartous , Syria
• Coursework in 30 hours

LANGUAGES

Mother tongue(s): ARABIC
Other language(s): ENGLISH: Advanced
GERMAN: Beginner

AFFILIATIONS

Syrian Association of Finance and Accounting Professions

CERTIFICATIONS

- **Institute:** Barka Bank,Tartous.
Participated In Training Course Of Financial And Banking Science.
- **Institute:** New Horizons Computer Learning Centers
Participated In General Course of computer Training.
- **Institute:** Syrian Computer Society:
raining Course In Alameen accounting Program
- **Institute:** Azzahra Learning Center
Germany language A1