



## **TALAL ALKHATIB**

✉ talal210@yahoo.com  
☎ +971566258747 , +971562319747  
📍 United Arab Emirates  
Nationality: Syria  
Driving license : Syrian driving license  
❖ I have Own Visa

### **PROFILE**

I have:

4 years' experience in executive secretary: Do secretarial work  
11 years' experience in Accountant (receivable Accounts )  
2 years' experience in Finance Company ( Auto finance Officer)  
2 years' experience in transportation company (Operations Manager)

### **EDUCATION**

1994 Sep. - 1998 July **Bachelor Degree in Mathematics & Informatics**  
Damascus University , Damascus

### **EMPLOYMENT HISTORY**

2018 Des. - 2021 Oct. **Accountant (receivable Accounts )**  
**Building Contracting Company**  
processing of the amounts received from tenants (cash - checks) and make monthly reconciliations for the bank company's accounts and tenants' accounts

2015 Des. - 2018 Des. **Executive Secretary**  
**Building Contracting Company- - Syria**  
Do secretarial work – HR Dep.

2010 Nov. - 2015 Des. **Assistant Accountant**  
**Tbarok Trading company - Syria**  
Processing invoices and entering them into the accounting system - monthly and annual adjustments - accounting reports on the Excel program

2006 April - 2010 Oct. **Operations Supervisor (Receivable Accounts & Collection)**  
**First Finance Company - Doha – Qatar**  
I posting the customers installments that are shown in bank accounts statements to oracle accounting system and i make Accounting entries and make annual and monthly reconciliations for GL with banks Accounts and reconciliations for customer accounts

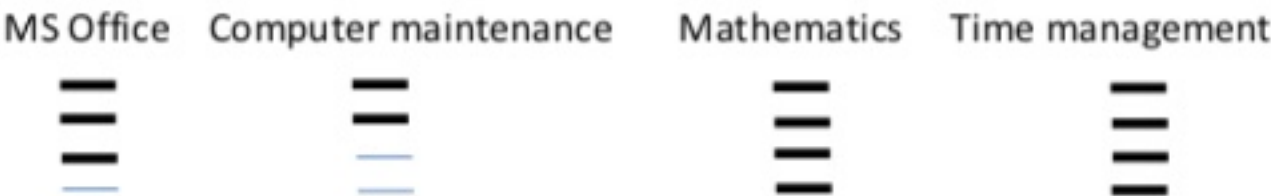
2004 April - 2006 April **Auto finance officer**  
**First Finance Company - Qatar**  
Complete car financing transactions and deliver the car to the customer

2003 April - 2004 April **Executive Secretary**  
**First Finance Company - Qatar**  
Do secretarial work

**2001 April - 2003 April    Operations Manager**  
**Saad Ben Helal Transport Company - Qatar**

I was the branch manager of Saad Bin Hilal Transport Company in Qatar  
We provide services (providing drinking water for the camp, withdrawing sewage and garbage, transporting sand and excavations, and transporting employees) to contracting companies that establish gas stations

**Skills**



**LANGUAGES**



**COURSES**

2003 June-2003 Des.	Diploma in Executive Secretary & General Management Hitch training institute–Qatar
2004 April - 2004 May	Islamic finance & Investment Principles First Finance Company–Qatar
2005 July - 2005 Aug.	Time and meeting management First Finance Company–Qatar
2006 April - 2006 May	6 Advanced Courses in M.S Office New Horizons - Qatar
2008 Sep. - 2008 Oct.	Accounting: The Cycle, Documents & Records INFO center - Qatar
2010 Febr. - 2010 March	Operational risk management Arab Center for Financl and Banking Studies Consulting -Egypt
2015 Jan. - 2015 Julay	Diploma in Alameen Software Accounting System Computer Center "Programming & Operations

Dear, Sir \ Madam

**Summary:**

**I have:**

**4 years' experience in executive secretary:** Do secretarial work

**11 years' experience in Accountant (receivable Accounts) :** Processing the installments paid by customers and posting them to their accounts in the Oracle program, making monthly and annual reconciliations, and preparing monthly reports on the percentage of collection

**2 years' experience in Auto finance:** Study the customer's creditworthiness and complete the customer's new and used car financing contract until the customer receives the car

**2 years' experience in transportation company (Operations Manager)**

**Cover later**

I have worked in Syria in **Building Contracting Company (5 years)** - Syria

My position was :

❖ **Executive Secretary in HR Department (3 Years)**

❖ **Accountant (Receivable Accounts) :**

processing of the amounts received from tenants (cash - checks) and make monthly reconciliations for the bank company's accounts and tenants' accounts

I have worked in Syria in **Tbarok Trading company (5 years)** - Syria

❖ **Assistant Accountant**

Processing invoices and entering them into the accounting system - monthly and annual reconciliations - accounting reports on the Excel program

I have worked in Qatar in **Saad Ben Helal Transport Company**

❖ **Operations Manager**

I was the branch manager of Saad Bin Hilal Transport Company in Qatar \ Dukhan City  
We provide services (providing drinking water for the camp, withdrawing sewage and garbage, transporting sand and excavations, and transporting employees) to contracting companies that establish gas stations

I have worked in Qatar in **First Finance Company** (Financial Islamic service), My position was :

❖ **Executive Secretary in HR Department (1 year)**

❖ **Auto finance officer: (2 years )**

We receive the client and verify the required documents

- 6months bank statement
- Indebtedness Document from the bank
- Show price from showroom
- ID card photo
- guarantee checks + installments checks
- sponsor

Then we assess the creditworthiness (we deduct from the salary the value of the debt and then divide the rest on the full salary) acceptance or rejection according to the company's policy

We enter the customer's data into the **ORACLE SYSTEM** system, calculate the installments with the profits, take the installments checks in addition to the guarantee checks, and send the transaction to the manager for approval. Upon approval, we sign a contract with the exhibition and another contract with the client, Then we deliver the car to the customer

Processing takes 30 minutes



- ❖ **Operations Supervisor (Receivable Accounts)** (4 years and 6 Months)
- ❖ **The nature of my work in the First Finance Company was:**

1. Download company statements of accounts basis from the Internet daily.
2. "make of accounting entry" in **ORACLE SYSTEM** for all the new amounts that appear in the account statements, whether "a creditor or debtor" - / "Dt-Cr" each according to its kind.
3. "make of accounting entry" of all premiums paid by the customer (Standing order - Chqs) that appear in the statements of the company's accounts (it has a special program to do).
4. Make reconciliation "matching" between the balance of the bank statement and the balance of "General Ledger" for each account separately on a daily basis.
5. Closures work monthly, quarterly, semi-annual and annual for all accounts and submission of internal and external auditors.
6. Access to customer accounts and make adjustments to their accounts.
7. Communication with the banks daily to solve some problems that appear and to develop the mechanism of the work.
8. Submission and control the submission of electronic clearing checks on a daily basis for the program checks with Qatar National Bank and follow-up collection of checks.
9. Permanently cooperate with my working team to improve the mechanisms of work and accelerate it.
10. Communication with the customers because the customer is the basis of the work.
11. Implementation the operations of selling used cars and new cars.
12. Implementation the operations of sales of domestic furniture.
13. Follow-up the issue of checks suppliers.
14. Collected the overdue installments from the customers.

Thank you