

# Nawwar Shreka

Accountant



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🇸🇾 Syrian in /nawwar-shreka

📅 02 Jan 1996

## 👤 AVAILABILITY

Availability, Immediate

## 📄 PROFILE

Passionate about serving others and eager to take responsibility. A hard-working, flexible cashier and accountant with a positive attitude. Able to uphold high standards of customer service and perform various duties within fast-paced and demanding work environments.

## 🌐 LANGUAGES

English (Professional), Arabic (Native)

## 📁 PROFESSIONAL EXPERIENCE

### Customer Support Representative, MTN Syria 📍

Nov 2016 – May 2018 | Syria (Part-time)

- Conducted direct interviews with clients or via email.
- Assisted clients in overcoming the problems they faced with immediate responses to inquiries.
- Determined the priority of the problems to be dealt with.

### Senior Accountant, Arab Academy for Science, Technology and Maritime Transport 📍

Sep 2018 – Jul 2021 | Syria

- Entered the company's invoices for the Arab Academy program.
- Performed daily data entry and prepared monthly and year-end reports.
- Prepared accurate, timely financial reports of company expenditures following the established schedule.

### Finance Manager, Al BRJ Company

Jul 2021 – Sep 2023 | Syria

- Oversaw financial operations and expenditures within the coastal region of the company.
- Prepared financial reports and daily journal entries.
- Daily reconciliation of the company's cash box and matching ledger expenses with actual expenditures.

## 🎓 EDUCATION

### Bachelor Degree in Economics (Accounting),

Tishreen University

2014 – 2018 | Syria

## 🧠 SKILLS

Critical Thinking

Problem Solving

Customer Service

Team Work

Highly Focus

Working Under Pressure