



TALAT ALKHATEB

Nationality: Syrian
Marital Status: Married
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SUMMARY

Professional in finance for the past 5 years and more having dealt with many money exchange business operations from time to time so as to ensure that business is done smoothly and. Proven ability to identify growing markets, and seize opportunities for gaining efficient currency exchange and transfer solutions. Excellent work record for increasing operational excellence and customer satisfaction through attention to detail and personal interaction.

EMPLOYMENT HISTORY

- ❖ **TREASURER, SYRIAN FOREIGN TRADE CORPORATION** Jan 2024 – Jun 2024
• Manage daily cash flow operations, including cash deposits, withdrawals, and reconciliations. Monitor and forecast cash needs to ensure adequate liquidity for daily operations. *Syria*
- ❖ **ACCOUNTANT, UNITED EXCHANGE** 2022- 2023
• Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions. *Syria*
• Process accounts payable invoices and ensure timely payments to vendors.
- ❖ **OWNER AND DIRECTOR, AL-BAYAN FINANCIAL EXCHANGE** 2020 - 2022
• Setting the overall strategic direction and vision for the organization. *Syria*
• Developing and implementing business plans and strategies to achieve long-term goals. Overseeing financial management, including budgeting, forecasting, and financial reporting.

EDUCATION

- ❖ **Diploma in Economics and trade technology, financial markets** 2007 - 2011
• Damascus University *Syria*

COURSES

- ❖ **Almostashar Foundation for business development** 2021
• Advanced Course in business accounting. *Syria*
• Advanced Course in electronic commerce.
- ❖ **Windsor Brokers Ltd company in business and technical analyser** 2009
• International bourses and money exchange *Syria*

SKILLS

Professional communication with customers	Accuracy and Attention to Detail
Microsoft Office, ICDL	Analysing and Reporting
Adapting to working conditions	Trustworthy and Self-motivated
Supervising and Team-work	Technical Proficiency and Financial Acumen

LANGUAGES

ARABIC Native **ENGLISH** Intermediate