

RASHA KSHEAK

HEAD OF TRADE FINANCE

CONTACT

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EDUCATION

- Damascus University, Damascus, Syria
- Faculty of economics – Accounting
- Certified management accountant

(CMA Part 1)

LANGUAGE

- Arabic: Mother language
- English: Very good

SKILLS

- Training and teaching skills
- Leadership skills
- Team working.
- Work under pressure.
- Fast learning
- Voluntary Work
- Respects timing
- Good communication skills

ADDITIONAL TRAINING

- Accounting and Budgeting
- Accounting programs (Ameen ,Rasheed ,Edary)
- Microsoft office
- Training volunteers
- Job search skills

SUMMARY

I have seven years of professional experience in the banking business for trade Finance department, and a strong background in operations of import, export, banking guarantee and customer service, I am skilled in leading a work team, also I have experience in the accounting for industrial companies.

EXPERIENCE

BANK OF JORDAN SYRIA

HEAD OF TRADE FINANCE DEPARTMENT 3RDMARCH
/ 2019 TILL 1ST SEP 2024

- Establish a new workflow for new tasks assigned to our team
- Checking bank guarantee document.
- Monitoring operations of issuing, modification, and cancellation bank guarantees upon request.
- Checking the bank guarantee instrument.
- Coordination with one of the branches to deliver the bank guarantee instrument to the customer.
- Follow-up on guarantees according to their due date.
- Checking and endorsing bills of collection documents.
- Implement of Reception, Acceptance, and paid Bills of collection.
- Managing the Follow-up with customers to pay the value of imported goods and provide us with customs certificates related to bills of collection.
- Send import licenses in a timely manner to the central bank.
- Leading the process of regulating pledges to return foreign currency for export and implementation it on the banking system.
- Managing the Follow-up customers to pay pledges to return foreign currency for export.
- Auditing journal entries on the banking system.
- Monitoring of preparing daily, weekly and monthly statements.
- Distributing tasks to employee to ensure smooth workflow.
- Organizing and managing all department operations to adhere to required decisions and provide optimal service to the clients.

DELARA ALKAMAEEL COMPANY FOR FOOD INDUSTRIES
4 / 2017 - 12 / 2018

- Payroll accountant and Merchandise inventory, matching the balance of the actual material in the warehouse with the balance of the book material and making the necessary adjustments.
- Supplier Accountant, auditing supplier's account with suppliers.
- Treasurer, receive and pay cash, make the journal entries, audit the fund balance at the end of the day.
- Preparing the monthly statement and the books of consumer spending.