



MOHAMMED SHADI ALGHALAYINI

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EDUCATION

10/2017

Diploma of Higher Education, Banking and Financial Sciences at Al Rasheed International Private University for Science and Technology

WORK EXPERIENCE

02/2021 TO CURRENT

HARAM INTERNAL TRANSFERS, VISE PRESEDENT

QUDSAYA SUBURB, DAMASCUS, SYRIA

- Planned and developed strategies to increase customers.
 - Raised customer satisfaction helping to build lasting relationships with customers.
 - Leveraged trends in customer industries and marketplaces to shape solutions and approaches.
 - Directed and oversaw capital improvement projects to expand the business footprint and drive revenue growth.
 - Monitored system functioning closely, troubleshooting and resolving issues.
 - Using fast-acting techniques to increase customer interest.
 - Assisted employee payroll processes by tracking attendance logs and expense monitoring.
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10/2018 TO CURRENT

VEGA STRATEGIC SERVICES, ACCOUNTANT

DAMASCUS, SYRIA

- Strengthened donation tracking utilizing to generate monthly partner reports that included profiles, and response rates data for senior leadership.
 - Prepared monthly and year-end closing statements, financial documents, and invoices.
 - Assessed all documents and financial statements to ensure compliance with all types of laws and regulations.
 - Analyzed costs and revenues to project future trends.
 - Gathered information and entered data into the computer system.
 - Informed clients of permits, certificates, applications, and documents required by various government agencies.
 - Worked with leadership to prepare operating budgets and facilitate financial planning.
 - Liaised with auditors to complete annual audits and maintain compliance with local, regional, and national requirements.
 - Completed tax returns efficiently while maintaining strict client information confidentiality.
 - Conducted financial audits to provide advice to managers regarding expense cuts and other methods to increase revenue
 - Conducted weekly, monthly and annual financial reports, including sales and expenses.
 - Optimized student savings and utilized maximum adjustments, deductions and credits to drive client satisfaction.
 - Advise clients on how to establish new businesses in Russia.
 - Coordinated and completed month-end closing processes within deadlines.
 - Supported senior leadership by preparing monthly and quarterly financial statements to enhance database accuracies.
 - Analyzed wills, insurance policies and corporate contracts.
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SUMMARY

Skilled management professional experienced in negotiating deals, increasing client bases, leading teams, and managing sales cycle process. Talented management professional well-versed in identifying new business opportunities to help increase client base and maximize profitability. Knowledgeable vice president, professional offering practical communicative and administration skills. A reliable and collaborative team member, looking for opportunities to develop management skills further.

Target-driven student with a record of academic success, eager to add value to a quality-focused team while continuing my studies.

Looking for a role that provides opportunities for high levels of responsibility.

Confident and successful at increasing monthly revenue, marketing strategies and product development. Skilled at understanding customer and employee requests and meeting their needs. Seeking to bring further success by strengthening staff training, and streamlining internal systems.

SKILLS

- Service plans
 - Urgent care advice
 - Service training
 - Advanced customer service skills
 - Customer service strategies
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LANGUAGES

- Arabic
 - Russian
 - English
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