



HANEEA ABD ALBAKI

ACCOUNTANT

SUMMARY :

Experienced accountant with over 15 years of experience in reconcillation ‘ financial analysis and budgeting ‘ skilled in banking system’ vision program for accounting and tax dedution ‘ financial software and excel .

Work experiences:

Accounting officer – prestige legal translation and printing company

UAE- ABU DAHBI: DEC 2023 - PRESENT

- Managed full cycle accounting processes for a portfolio of clients; ensuring accuracy and timeliness of financial reporting.
- Developed and maintained effective accounting policies and procedures
- Preparing financial statements and budgets.
- Reconciled bank accounts and general ledger accounts on a monthly basis.
- Reviewed and monitored billing activities to ensure accuracy and timeliness.

Assistant Manager - Popular Credit Bank

Damascus - Syria / AUG 2008 – JAN 2023:

- Assisted customers with setting up or closing accounts completing loan applications; and signing up for all new services.
- Helped clients plan for and fund retirements using mutual funds and other options to manage; customize and diversify their portfolios.
- Supervise teller balancing procedures; assist tellers with problems and questions on procedures.
- Process loan applications, obtain credit bureau reports, upload loans.
- Perform Notary Public service.
- Compliance with all bank policies, regulations and laws applicable to carrying out duties and responsibilities.
- Assist with curating the rote, and schedule for various team members to ensure enough cover is always in place.
- De-escalate and calm angry or upset clients down, and provide suitable resolutions for clients within the bank

CONTACT DETAILS:

Mobile: +971 52 364 4412

Email: haniaabedalbak@gmail.com

EDUCATION:

✚ BACHELOR'S OF ECONOMICS
IN ACCOUNTING

DAMASCUS- UNIVERSITY.
SYRIA 2000-2006

✚ CHARTERD ACCOUNTANT
COURSE

✚ **LANGUAGES :**

✚ Arabic -Native

✚ English – very good

**HANIA
ABEDULBAKI
ACCOUNTANT**

