

RAAFAT RIYADH ALSALMAN

Accountant & Administration Assistant

Contact

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Location:
As-Suwayda, Syria

Personal Information

Date of birth:
30/11/1999

Nationality:
Syrian

Languages

- Arabic: Native language.
- English: Good.

Objective

An accounting graduate (BSc Economics) aiming to integrate into a professional team where I can apply my technical accounting skills and administrative competencies. I am eager to utilize my hands-on training and customer-oriented experience to enhance operational precision and contribute to the team's success.

Experience

Cashier
Al-Masry Center (Grocery Store)
Sep 2024 – Jan 2026
- Managed cashier duties and customer service in a diversified grocery store.
- Ensured accuracy in financial transactions and assisted in inventory management.
- Developed skills in working under pressure and attention to detail.

Professional Training
Bank of Jordan Syria
summer 2024
- Gained exposure to the professional work environment and organizational structure within the banking sector.
- Provided support to the customer service department by receiving clients and addressing their initial inquiries.
- Observed fundamental operations in the teller division and relevant security protocols.

Sales Assistant
Educational Supplies Store
Part-time work during university studies
- Provided direct customer support and assisted clients with their purchases.
- Managed cash sales operations and contributed in the daily administrative tasks of the bookstore.

Education

Bachelor of Economics: **Accounting** - 2023
Damascus University, Syria

Skill Highlights

- **Technical & Accounting Skills:** Microsoft Office Suite, Advanced Microsoft Excel, Accounting Software (Al-Ameen, Al-Manarah), Knowledge of Accounting Principles & Data Entry, Preparing Basic Financial & Administrative Reports.
- **Administrative & Soft Skills**: Business Administration Fundamentals, Customer Service & Effective Communication, Accuracy & Attention to Detail, Organization & Teamwork.

Development and Training

Advanced Excel Course, Edraak.org, 2025
Diploma in Business Administration, Ousos organization, Syria -2024
Professional Accounting Course, Ousos organization, Syria -2024
International Computer Driving License (ICDL), Syrian Computer Society, Syria -2023