

Enass Zarzour

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Personal Information

Name: Enass Zarzour

Address: Jaramana, Damascus

Date of Birth: 01/01/1991

Nationality: Syrian.

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Personal Statement

An extremely motivated individual with a natural ability to solve accounting and financial problems. An innovative thinker with impeccable attention to detail who is also a friendly and approachable individual. I am a qualified accountant looking to join a growing organisation that's committed to hiring a diverse workforce.

Key Skills

- Excellent organisational skills with the capacity to deal with multiple tasks at the same time.
- Debtor and purchase ledger reconciliation.
- Experience in liaising with banks, auditors, and legal departments.
- Account reconciliations, bookkeeping, accrual accounting, budgeting processes, and payroll.
- Ability to deal with enormous quantities of financial data.
- Accurate recording of all cash activity on a daily basis.
- Detailed knowledge of electronic banking systems.
- Numeracy skills, credit control, updating spreadsheets, and MS Office and Excel.
- A team player with outstanding oral and written communication skills.

Education

- 2018-Till now: Damascus University/ Master in Economic, Banking and Financial Sciences Section, ((The impact of the crisis on the operational efficiency of banks in Syria)).

- 2009–2013: Damascus University/ Bachelor degree (BSc) in Economic, Banking and Insurance Section Average (V.good/ 81.39%)
- High School degree 2008: Science.

Employment History

Finance Director

Al-Sham Private University, Damascus: June 2016 – March 2022.

Responsible for driving the operational and financial performance of the organisation by using detailed management techniques to influence decision making in the upper echelons of the company.

Responsibilities

- Explaining the intricacies of the organisation's financial workings to individuals with no knowledge of finance.
- Management and supervision of an accounts team consisting of 35 people with varying skill and ability levels.
- Direct and control finance staff to ensure that they are appropriately motivated and developed and so that they carry out their responsibilities to the required standard.
- Contribute to the achievement of the company's business objectives by providing advice and guidance on financial strategy.
- Develop and control the company's annual operating budget to ensure that all financial targets are met and financial and statutory regulations complied with.
- Provide financial advice and guidance to the company's managers and staff to enable them to achieve their objectives.
- Oversee the preparation of the company's financial accounts to ensure that these are presented accurately and on time.
- Develop and implement an internal audit programme to ensure that the company complies with financial procedures and regulations.
- Develop and maintain all necessary systems, policies and procedures to ensure effective and efficient financial management within the company.
- Monitor external contracts and services provided by suppliers to ensure that these are operating effectively and provide the best value to the company.

- Carry out all necessary actions to ensure that the company meets its financial and legal obligations.
- Forecast future budget needs and Design and implement effective budgeting policies and procedures.
- Identify variances between actual and budgeted financial results at the end of each reporting period and Suggest spending improvements that increase profits

Head of Expenses and Auditing Department

Al-Sham Private University, Damascus: Sep 2013 – May 2016

Responsible for monitoring expenses and revenues according to approved regulations, plans and budgets.

Responsibilities

- Oversee the expenses and payment (for purchases or supply contracts, service contracts, salaries, advances and all expenses ...).
- Control and audit expenditures and ensure compliance with the Accounting System and Purchases systems and the validity of expenditures from the legal and financial terms and compliance with the estimated budget.
- Auditing monthly staff related payroll and creating RTI submissions & payslips.
- Monitoring student cards and collection process, according to classes and hours, in cooperation with the Admission, Registration and Student Affairs Department.

Accountant

Panasonic company, Damascus: Sep 2011 – Aug 2013

Responsibilities

- Using clear, professional, yet easy to understand language to communicate effectively with fellow staff and clients.
- Providing robust financial analysis of accounting results and comparing them to results from previous periods.

- Total understanding of accounting procedures, processes, and systems used in the context of the company's wider business plans.
- Discretion when handling sensitive client information.

Additional tasks at Al-Sham Private University.

- Member of tender and bidding Committee.
- Supervise at the Entertainment Committee (for employees).
- Member of Annual inventory and Receipt of buildings committee.
- Helping at Preparing the study plan of (The Faculty of International Relations and Diplomacy + The Faculty of Engineering + The Faculty of pharmacy + The Faculty of dentistry + The Faculty of medicine) before opening each Faculty.
- Member of the University graduation ceremony Committee, for 2016/2017, 2017/2018, 2018/2019, 2019/2020, 2020/2021.
- Prepare the salaries plan for university's employs.
- Helping at Preparing the University Contract system.

Volunteer Experience

- **Local Board member at GATES Project (A representative of trainers and trainees),2019** : a UNDP set of projects aims at supporting youth in transition in Syria by boosting better opportunities to enter the labour market through two main tracks; internship scheme; and relevant working core skills training courses jointly with Syrians Association of Financial and accounting professions, <https://www.facebook.com/GATES.SYRIA/>
- **Board member at Syrian Association of Financial and accounting Professions – Rif Dimashq branch ,2019**
- **Al sham Private University Volunteer team, 2014** working to provide the Displaced families in Syria During the crisis food and Basic needs for life.

Training courses

- **Innovation Marketing, Career planning and Body language** at Business Clinic at Damascus University, 2016.

- **Commercial Programs (specialized in Accounting)** Alameen - ALrashed- Almyzan at the ASIA Computer Center in Damascus Syria, 2012.
- **Micro Soft Office and ICDL computer courses** at the ASIA Computer Centre in Damascus Syria, 2009.

Personal Interests & Hobbies

I keep a keen eye on the latest information in the field of accountancy. I also enjoy attending events and conferences in a bid to learn more about the people in the industry.