



Curriculum Vitae

Personal Information

Name: MHD Tareq Janan.

Address: Syria, Damascus, Qudsaya Suburb, F4.

Date and place of birth: Damascus 1991.

Cell Phone: +963-932659803.

Nationality: Syrian.

Marital status: Married.

Military Service: final exempted (single).

Email: tareqjanan@gmail.com , tareq-janan@hotmail.com

Career Objective

I am a certified accountant profoundly talented with deep knowledge of principles and procedures of accounting and corporate finance, looking to join your team by many years of professional accounting experience across various sectors to assist in effectively and accurately. I am an experienced detail-oriented accountant, and seeking for a position which will allow me to utilize my problem-solving skills and my analytical skills. In addition, I am looking for a position that will allow me to progress in terms of expertise, development, and innovation through exposure to new ideas for professional growth as well as the growth of the company. Finally, I am motivated to obtain a senior level position which will draw on strong mathematical, deductive reasoning, problem-solving abilities, and decisions - making.

Professional Experience

- **Davinci Home Company for Manufacture & Trade Furniture.**

workforce power 150 Employee

Position: Chief Accountant from 1-9-2019 till present.

Duties & Responsibilities:

- 1- Assist in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

- 2- Create and analyze liability, asset, and capital accounts by compiling electronic data and required documentation
- 3- Supervises and participates in the preparation of financial statements and reports.
- 4- Enters or directs the entry and maintenance of accounting records to show receipts and expenditures.
- 5- Coordinate preparation of external audit materials and external financial reporting
- 6- Reviews financial statements with management personnel.
- 7- Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.
- 8- Directs, conducts, and/or participates in cost analyses and rate studies.
- 9- Manages the deployment and maintenance of new accounting, timekeeping, payroll, inventory, property, and other related procedures and controls.
- 10- Prepares statements and reports of estimated future costs and revenues.
- 11- Summarize and prepare financial status and transactions reports, including a profit and loss statement, and other necessary reports
- 12- Monitor and maintain a new audit system by implementing new policies and procedures in the finance department
- 13- Guide junior accountants and other staff by answering questions and coordinating informational classes
- 14- Participate in conducting the OJT for new team member and promote a culture of knowledge transfer, cooperation and team work.
- 15- Develop & maintain Davinci Home Quality Management System effectively & efficiently.

- **Davinci Home Company for Manufacture & Trade Furniture.**

workforce power 150 Employee

Position: Internal Auditor from 1-9-2016 till 31-08-2019.

Duties & Responsibilities:

- 1- Performing the full audit cycle including risk management and control management over operations' effectiveness, financial reliability and compliance with all applicable directives and regulations.
- 2- Determining internal audit scope and developing annual plans.
- 3- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc.
- 4- Objectively review an organization's business processes
- 5- Evaluate the efficacy of risk management procedures that are currently in place
- 6- Protect against fraud and theft of the organization's assets
- 7- Ensure that the organization is complying with relevant laws and statutes
- 8- Make recommendations on how to improve internal controls and governance processes

- **Syriatel Company for Telecommunication:**

workforce power 5600 Employee

Position: Account Payable Accountant from 1-9-2016 till 31-08-2019.

Duties & Responsibilities:

- 1- Perform complete audit payable processes including source documents pertinent of purchasing, disbursements and set - off financial obligations all of which in compliance with Syriatel's policies and procedure, and local laws.
- 2- Run the billing activities of standard invoices, prepare payment vouchers, prepare receive orders, prepare accounting journals for payment vouchers on Oracle Financial application allocate (coding) expenses to the appropriate account in the income statement, perform proper / fair cost allocations of expenses on beneficiary departmental entities.
- 3- Reconcile Accounts Payables Sub Ledgers with related general ledger accounts, and prepare reconciliation statement for Balance Sheet accounts which effected by AP Section and set the trend analysis for all expenses accounts.
- 4- Execute authorized stop payments prepare wire transfer letter and payments, and update various cheques registration.
- 5- Coordinate with Technical Dept. and Regulatory Affairs in the financial cleaning process pertaining to leased / rented / licensed infrastructure claims from governmental bodies.
- 6- Check the accounts statements of supplier's and contractors prepare balance confirmation letters, execute authorized adjustments on vendor's payments, and coordinate with Procurement Dept. on Purchase Order Follow - ups and closures in addition to the closure of outstanding advances.
- 7- Consolidate supporting schedules for various corporate expenses adjustments of foreign exchange difference and booking of accruals netting process between outstanding paid advances and either their associated accrued expenses or prepaid expenses for financial reporting purposes.
- 8- Provide detailed analysis of expense accounts and suppliers trading volumes in a way that meets tax bodies obligatory requirements.
- 9- Provide charge accounts for purchases requisitions and calculate the purchase orders net amour be submitted on purchasing system for custom clearance purposes.
- 10- Review the data entry of directing the cell sites rental utilities and maintenance on their associate sites broadcasting locations for costing purpose.
- 11- Handle all issues related to employees advances release / dosure reimbursement of expense repa and coordinate with FN payroll section and HR personnel to apply deductions Refunds for employ.
- 12- Coordinate with other departments and suppliers to get accurate data for the monthly accrual.
- 13- Review cash - taking reports related to employees petty cash and other business advances

● **Davinci Home Company for Manufacture & Trade Furniture.**

workforce power 150 Employee

Position: Accountant from 19-04-2015 till 01-09-2016.

Duties & Responsibilities:

- 1- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- 2- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- 3- Documents financial transactions by entering account information.
- 4- Recommends financial actions by analyzing accounting options.
- 5- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- 6- Substantiates financial transactions by auditing documents.
- 7- Maintains accounting controls by preparing and recommending policies and procedures.
- 8- Guides accounting clerical staff by coordinating activities and answering questions.
- 9- Reconciles financial discrepancies by collecting and analyzing account information.
- 10- Secures financial information by completing database backups.
- 11- Maintains financial security by following internal controls.
- 12- Prepares payments by verifying documentation, and requesting disbursements.
- 13- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- 14- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- 15- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- 16- Maintains customer confidence and protects operations by keeping financial information confidential.

- **Tolay Company for Manufacture & Trade clothes.**

workforce power 120 Employee

Position: Accountant from 2009 till 2012

Duties & Responsibilities:

- 1- Follow-up of the company with customers and suppliers.
- 2- accomplish some business office of the company.
- 3- To publish some financial reports using Excel software.
- 4- numbering barcode products using Zebra Code Program.
- 5- accomplish some marketing business online.

- **Syrian Airlines Company.**

workforce power 5325 Employee

Position: Accountant, Banking Section from 1-10-2012 till 1-3-2013

Duties & Responsibilities:

- 1- Follow up on the company's relationship with banks.
- 2- Prepare bank reconciliations between the company's accounts and bank statements.

3- Follow up bank guarantees deposited in the banks by the company's agents

Education

- **SCPA Syrian certified accountant** from Ministry of Finance.

Graduate Date: 27-02-2018, **Graduate average:** Good.

- Bachelor degree in **Economics, Accounting** from Damascus university.

Graduate Date: 12-07-2015, **Graduate average:** Good.

- Diploma degree in **Economics, Banking** from commercial banking Technical Institute.

Graduate Date: 12-07-2010, **Graduate average:** Very Good.

Training Courses

- Stress Management by Syriatel telecom company.
- Time Management by Syriatel telecom company.
- Interactive Communication by Syriatel telecom company.
- Excel expert course in al-hadara institute.
- Accounting Programs course in al-hadara institute.

Languages

- Native Language: Arabic.
- English: Good verbal & written.

Computer skills

- Professional with "windows, word, excel, PowerPoint, outlook"
- Professional with "ALAMEEN for accounting"
- Professional with "ERP Oracle"

References

- Available upon request.
- Availability to join you esteemed company (within one month)