**Mhd Maarouf** 

**GENERAL INFORMATION:** Date of birth: 10/01/1986

Marital status: Married

Nationality: Syrian

Address: Masaken Barzeh - Damascus

Military service: Exempted because I am alone.

**CONTACT INFORMATION:** Mobile number: 00963-981-003005

Land line: 00963-11-5130689

E-mail: [mhd.maarouf1986@gmail.com](mailto:mhd.maarouf1986@gmail.com)

**EDUCATION:** Bachelor degree in Accounting / Damascus University

Graduation year: 2009

Graduation rate = 63.78 %

**EXPERIENCE:** More than 13 years experience in accounting works

* **Al Katerji Holding Group** from Aug-2022 till now:
  + **Financial Auditor**

From Aug-2022 till now

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| **Job Responsibilities and Authorities** |
| * Ensuring that related companies following proper accounting procedures and reporting accurate financial information. * Reviewing financial statements for related companies to determine whether they are accurate, identifying any errors and recommending corrections. * Reviewing the financial records for related companies to detect any irregularities that may indicate fraudulent activity. |

* **Syriatel Mobile Telecom** from Aug-2010 till Jul-2022 as following:
  + **Head Of Costing Section**

From Nov-2020 till Jul 2022

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| **Job Responsibilities and Authorities** |
| * Analyzing Cost of products * Analyzing cell sites profitability * Prepare feasibility study for current and future services * Prepare feasibility study for expanding or adding parts to the cellular network * Suggest ways to management to increase profit |

* + **Head Of Accounts Payable Section**

From Nov-2014 till Oct-2020

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| **Job Responsibilities and Authorities** |
| * Approve payments vouchers * Approve and manage all accounting and administrative issues related to section * Ensure accuracy of accounting journals for payments vouchers, and accuracy of cost allocation based on beneficiary department. * Ensure and perform a complete audit for all payable processes. * Manage the monthly closing for accounts payable register according to defined deadline. * Manage reconciliation process between accounts payable sub-ledger and related general ledger accounts. * Maintain the financial accounts of suppliers and contractors through coordination with Procurement and Technical department. * Prepare monthly FX analyses tables and make needed FX corrections. |

* + **Accounts Payable Accountant**

From Nov-2010 till Oct-2014

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| **Job Responsibilities and Authorities** |
| * Check suppliers invoices and supported documents. * Prepare payment voucher. * Allocate invoice value to the beneficiary department. * Prepare transfer letter or check. * Make accounting entry on accounting system (Oracle). * Perform the monthly closing for accounts payable register according to defined deadline. * Make reconciliation process between accounts payable sub-ledger and related general ledger accounts. * Prepare monthly tables for accruals. * Make monthly study for out of trend accounts. |

* + **Cash Control Accountant**

From Aug-2010 till Oct-2010

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| **Job Responsibilities and Authorities** |
| * Audit daily deposits in all company’s bank accounts. * Audit if each POS had deposited correct amount in correct bank account. * Prepare a list of POS deposits and make matching with bank statement. * Prepare a study for cash flow. |

* **Enshaat Company for construction** from Aug-2009 till Jul-2010
  + **Accountant**

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| **Job Responsibilities and Authorities** |
| * Record journal entries. * Posting to the ledger. * Prepare final accounts. * Prepare budget for the next year. |

* During my studying in college I worked in the office of certified accountant, in this work we made accounting statements for small projects like stores, small factories & small trading companies.

**SKILLS: Language:** Good English language (reading, writing ,and conversation).

**Computer knowledge:** Windows, Ms Office (very good knowledge in excel), Oracle financial application (ERP), and Al Ameen

**Courses:**

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| **Course Name** | **Place** | **Date** |
| Industrial Organizational Psychology | Key to Success | Mar-2022 |
| Diploma in International Financial Reporting | Integrated Accounting Center (IAC) | May-2017 |
| Competency Driven Leadership | Grid International inc. / Middle East S.A.L. Off Shore | Mar-2018 |
| Excel Advanced | Syriatel / internal development program | Jan-2022 |
| Oracle Financial Application Overview R12 | AL TANMYA – EDUCATION & DEVELOPMENT | Dec-2014 |
| Leadership Development Program | Grid International inc. / Middle East S.A.L. Off Shore | May-2015 |
| The 7 Habits for highly effective people | Syriatel / internal development program | Jun-2015 |
| Oracle Financial Application / Payable | AL TANMYA – EDUCATION & DEVELOPMENT | Nov-2015 |
| Oracle Financial Application / General Ledger | Nov-2015 |
| Oracle Financial Application / Receivable | Dec-2015 |
| Oracle Financial Application / Fixed Asset | Dec-2015 |