**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

**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.
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* **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
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* + **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.
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* + **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.
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* + **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.
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* **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.
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* 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 |