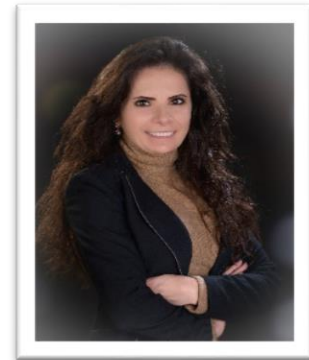


Faten Saleh

00963938865513

Personal Information:

Name : Faten Saleh
Marital Status : Single
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Academic Qualifications:

International Business Academy of Switzerland IBAS

DBA - Doctor of Business Administration (Ongoing).

Rome Business School

IMBA - International Master of Business Administration.

School of Business of Belarusian State University.

Mini Master in General Business Administration Specialization

Damascus University, Syria.

Bachelor's degree: Small and Medium Enterprises (SMEs).

Damascus University, Syria.

Diploma: Statistics- Programming languages.

Professional courses:

IFRS

International Arab Certified Public Accountant (IACPA).

Chartered Financial Analyst (CFA) Level.

Certified Management Accountant (CMA) Part1.

Course Intermediate Accounting (IA).

Introduction into ISO 9001-2015.

Conversation Skills.

Summary:

As a summary of my professional profile:

- A professional with strong credentials in delivering optimal results & business value through articulate leadership in fast-paced and volatile environment.
- A dynamic, proactive, multi-skilled professional with accomplished experience across business and financial sectors, currently spearheading functions as Deputy Finance Manager and a Financial Controller with United Cement Group Company (UCG).
- Possessing valuable insights, keen analysis and team approach to implement best practices used in organizing and leading Finance related business including strong analytical skills, financial planning with hands on experience in planning, budgeting, (cost, production, & stock control), treasury management, & ratio analysis.
- In addition to experience in management, procurement, communication and negotiation skills, problem-solving skills, effective presentation skills, financial reporting and managerial reports to top management, this include and not limited to financial statements and other financial reports prepared in accordance with IFRS, and GAAPs.
- Supervising internal & external audit assignments and managing follow up adherence requirements in the audit reports.

Achievements

- Involved in bringing transparency through reporting on various financial areas of business through continues reporting & procedures in place.
- Involved in introducing employees involvement in the decision making process in their relevant areas.
- Involved in highlighting the issues to save from major risks.
- Develop, follow up, and check the deployment of software for monitoring and tracking the financial statement on time.
- Retrieved due amounts (Gap in Cost matrix) by checking materials mixing related to a (Chemical Industry).
- Successfully reduce waste by 80% related to raw materials usage (Food Manufacturing).
- Deliver the chart of accounts, cost centers, and type of operation based on creating a workflow, which enhanced cost tracking efficiency and effectiveness (industrial company).
- Train accountants and users to apply industrial costs.
- Build and implement a control system for in-progress project accounts.
- Participate in the creation and implementation of a Construction project for the Cement plant (Policy and Procedures, SOP).
- Successfully met all set deadlines improved quality of work.

Experiences:

Deputy Finance Manager & Financial Controller AL Ghurair Investment; United Cement Group. September 2015 – Present

UCG is a project under construction for a Cement Plant Factory, with a capacity of 2.5 million tons per year. The project is in progress (civil work, machinery import, LC's and LG's)

- Prepare, examine, or analyze accounting records, consolidate financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards, prepare annual budget and expenses review & control.
- Plan, manage, coordinate, and implement the year-end closing processes and procedures for the assigned accounting records; conducting year-end closing process.
- Ensuring adherence to GAAP, and IFRS.
- Prepare monthly tax report and follow up with Tax Consultant to book it and verify it, (Tax 60, Stamp fee, Withholding tax and Social security).
- Prepare and process payroll information.
- Follow up the CIP (Constructions in Progress) record (construction, equipment, services, loans and Interest, etc.
- Managing General Ledger, Fixed Assets, Accounts receivable, Accounts payable, and reporting.
- Prepare yearly report for all CAPEX payments.
- Prepare the annual budget, and rolling forecasts along with result analysis.
- Provide internal and external auditing services for businesses and individuals.
- Consolidate of financial statements for external audit (as per IFRS).
- Conduct & supervise monthly closing process on the system, and review monthly management accounts & cash flow projections

Co-founder Professional Services.

April 2021 – Present

Financial Consultant
Real Estate – Confidential Company.

Morocco & Syria
Freelance.
September 2019 - September 2021

Senior Accountant and Costing Consultant
Souccar for Chemical Industries Co., Ltd.
April 2015 – June 2016

- Preparation and summarizing financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- Conducting ratio and variance analysis to determine the difference between projected and achieved figures, and implementing corrective actions.
- Directing and reviewing the preparation of periodic and special financial statements, reports, projections, and recommendations, on which important administrative decisions are based.

Trainer (Accounting, ICDL, Microsoft)
Freelance Trainer
April 2012 – March 2016

Trained and mentored students in University the following subjects:

- Accounting Principles
- Basics of Accounting and Bookkeeping.
- General Ledgers.
- Trial Balance.
- Final Accounts.
- Bank Reconciliation.
- Branch Accounts.
- Depreciation of Fixed Assists.
- Inventory Management.
- Cost of Goods Sold.
- Excel for Accounting.

Executive Assistant
Fiorella Macaroni and Foodstuffs Co
March 2014 – May 2015

- Commercial Correspondences.
- Contract management: Implementation of purchase orders; Luring contracts for the supply and implementing of quotations.
- Negotiation the prices with suppliers to obtain the lowest prices.
- Sourcing for new suppliers locally and overseas.
- Solution Development through creating models and using database.
- Improving the workflow by introduction new software for all departments (Operations, purchases, human resources, sales and warehouse).
- Sending monthly reports to the General Manager about Production, sales, purchases and financial report with analysis of the results.

**Head of Costs and Studies Department
Magilla CO.
January 2006 – February 2012.**

- Creating a workflow for industrial company.
- Communicating effectively the approved and agreed budgets with all concerned Departments.
- Controlling and approving the operation expenses documents in daily basis and aligning with the Budget control procedures.
- Cost allocation according to budget and comparing it with actual cost by analyzing changes in product design, raw materials, manufacturing method or services provided.
- Interacting with employees on different levels and departments to ensure best performance.
- Advancing search techniques to determine the profit margin and analyzing factors affecting price and profitability.
- Organizing and reconciliation statements of accounts with suppliers.
- SWOT analysis (strengths, weaknesses, opportunities and threats).

**Accountant:
Tello Co.
January 2004 – December 2005**

- Start of career.

Languages:

Arabic: Mother tongue

English: Good (Speaking, Writing, and Reading)

Computer skills:

Accounting System (Al Ameen. and Al Edari).

Programming: Visual basic Good

C ++ Good

MS Office Applications (Word, Excel, Access, PowerPoint, Outlook).

All Internet applications.

Skills:

Accounting, Analysis, Budgets, Cash Flow, Contract Negotiation, Cost Accounting, Databases, Fast Learner, Leadership, Management, Organizational Development, Training of accountants to work industrial costs, Payroll, Procurement, Superior Computer Skills, Teamwork, Time Management, Training, Variance Analysis and Working Under Pressure.

Organizations:

Associate member in Institute of Human Resources Management (IHRM).

Member in Syrian Association of Financial and Accounting Professions.

Hobbies:

Playing music.

Traveling.

References:

Name: Miss. Ghada Harfoush
Position: Director of People & Culture
Company: Four Seasons Hotels and Resorts.
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Name: Mr. Riad Badrieh
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E-mail: riadbadrieh@yahoo.com
Tel: +963 (991) 059060

Name: Madam. Huda Al Midani
Position: Founder and Managing Director.
Company: Power+ for Management Consulting.
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