**Essam Suleiman Dawood’ C.V.**

**Damascus – Syria**

**Mobile: 00963992300763 – Ph: 011 6733949**

**E- mail: \_edawood23@gmail.com**

Re: Finance Manager

Dear Sir,

This letter of interest in an employment opportunity is in response to recent openings in your organization. I am confident that you will find my qualifications intriguing.

As an adaptable professional who understands that proficiency and ability are pivotal to a company’s success, I know that I can contribute to your firm. I am an enthusiastic and dedicated worker, who has prior experience in team building and know how to motivate people to effective action and how to promote a culture which encourages creativity, innovations and personal development

As you can see from my attached resume, I am an ex-employee of Algosaibi and need no further orientations if I got the job. I have more than ten years’ experience in auditing and accounting fields along with extensive business and management experience in the private sector, which have broadened both my perspective and abilities, and which make me more than qualified to handle the specific needs required by the position.

I would welcome the opportunity to meet you and to further discuss your requirements.

Yours faithfully,

Essam S. Dawood

***Curriculum Vitae***

**Essam Suleiman Dawood**

**Mobile: 00963992300763 – Ph: 009636733949**

**Career Objectives**

A position in the field of internal auditing in a reputable and growing institute providing challenge, opportunity and increasing responsibility that would allow me to utilize my expanded skills and abilities indicated below.

**Personal Qualities:**

* Ambitious & hard working
* Believe that every distinguished achievement depends on the wish and the deep interest of the mission
* Cooperative with colleagues & believe in team work

**Educational Qualification**

* Commercial bachelor degree from Damascus University – Syria-1998

**Relevant Experience**

* Proficient with computers and use of Microsoft Windows
* M.S Office application user
* J. D. Edwards Accounting system (ERP).
* Visual Big Accounting system (ERP).
* International CMA Review Course. Part III Strategic Management.
* Microsoft Office Outlook 2007 Course.
* ISO 9001: 2000- Quality Management System Standard – Implementation & Documentation.
* ISO 19011:2002 – QMS Internal Auditing.
* Business Process Development, Mapping & Improvement Course.
* Supporting Member of Association of Syrian Certified Accountants. (No : 1179 ) & Member of (IFAC) & Member of Arab Federation of Accountant & Auditors.
* PMP ( Provisional Management Project) Course

**Worked Experience**

**Al-Kotob Engineering Office: Damascus – Syrian 1997 - 2000**

* Daily Journal
* Projects Accounts
* Closing Final Accounts

**Al-Gazaz Est.: Riyadh – Saudi Arabia 2000 - 2003**

* Controlling Debtors Accounts
* Controlling the Credit & Cash sales

**Al-Gosaibi Company: Riyadh – Saudi Arabia 2003 – 2007**

* Controlling Debtors Accounts ( Customer Accounting )
* Employees Accounts ( Loans & Advance Salary Payments )
* Conforming Banks Accounts
* Commission Preparation for Sales & Collection Representatives
* Controlling Dead Accounts & Doubtful Debits
* Finance statement and( balance sheet…..Etc )

**Advanced Technical Construction Co. (ATCCO): Doha–Qatar 8/2007- 3/2008**

**Sr. Accountant**

* Accounts Receivable
* Accounts Payable
* General Ledger
* Finance statement and reports providing monthly reports actual vs. cost estimates economic analysis of all new project expenditure setting up the accounting procedures in the company and direct interaction with the General Manager Etc.

Financial Manager and Administration Division Manager – VATEX . Damascus – Syria 4/2008 – 09/2020

* Accounts Receivable
* Accounts Payable
* General Ledger
* Finance statement and reports providing monthly reports actual vs. cost economic analysis.
* Productions accounting.
* Develop the finance policy and procedure.
* Feasibility study.

Financial Manager – TRIVIEW MHG. Damascus – Syria Oct./2020 – Jul/2024

* Accounts Receivable
* Accounts Payable
* General Ledger
* Finance statement and reports providing monthly reports actual vs. cost economic analysis.
* Productions accounting.
* Develop the finance policy and procedure.

**Languages:**

- Good reading, writing and speaking in both English and Arabic

**Addional Personal Information:**

- Date of Birth : Jan. 1st, 1975

- Nationality : Syrian

- Martial Status : Married