

# Mohammad Al-Nehlawi

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## EXPERIENCE

### Chief Accountant

Jan 2022- Present

Aman Dimashiq

Damascus, Syria

- Manage full financial accounting responsibilities, including AR, AP, GL, forecasting, and budgeting.
- Oversee day-to-day finance and accounts operations.
- Ensure timely closure of accounts and reviewed/approved payment vouchers and journal entries.
- Assist in developing and implementing financial management goals, policies, and procedures.
- Supervise and participate in the preparation of financial statements, reports, and external audit materials.
- Partner with auditors to prepare yearly audits and ensured compliance with governmental tax guidelines.

### Senior Accountant

Mar 2021 - Dec 2021

Aman Dimashiq

Damascus, Syria

- Created quarterly and annual balance sheets to monitor and assess financial trends and performance.
- Managed fund movements and prepared comprehensive cash reports.
- Verified billing and claims for compliance with financial policies and procedures.
- Conducted confirmations with suppliers and related parties to ensure accuracy and alignment.
- Prepared daily and monthly payment schedules and adjustments for the monthly trial balance.
- Fulfilled internal and external audit requirements as requested.
- Followed up on various tax affairs, including non-resident tax, income tax, salaries and wages tax, and stamp duty tax.

### Accountant

Oct 2018 - Feb 2021

Aman Dimashiq

Damascus, Syria

- Prepared payment orders, issued checks, maintained accurate files, and followed up on supplier payments.
- Confirmed transactions with suppliers and reconciled bank accounts.
- Handled banking transactions, tracked currency exchange differences, and verified that invoices and claims complied with financial policies and procedures.
- Managed and prepared journal entries to support monthly general ledger closing activities.
- Handled the deportation and liquidation of commercial and travel advances.
- Controlled the movement and record of the company's fixed assets.
- Followed up on accrued payments to suppliers.

## Accountant

Jul 2015 - Sep 2017

Nova Unlimited Engineering

Damascus, Syria

- Participated in preparing monthly, quarterly, and annual statements.
- Reported the differences in the monthly trial balance.
- Was responsible for employees' salaries and working hours.
- Gathered and monitored financial data (sales revenues and liabilities).
- Managed tax payments.
- Monitored and reported on accounting discrepancies.

## EDUCATION

### Higher Institute of Business Administration (HIBA)

2018 - 2021

*Master of Business Administration for Executives, Major in Finance*

### Yarmouk Private University (YPU)

2013 - 2018

*Bachelor of Administrative & Financial Sciences, Major in Finance & Banking*

## SKILLS

- Very good at controlling accounts using various accounting applications.
- Proficient in analyzing and understanding financial statements.
- Excellent with Microsoft Word, Excel, and PowerPoint.
- Very good communication skills.
- Keen eye for attention to detail.
- Eager to acquire new knowledge and gain skills.

## TRAINING

### Integrated Diploma in Financial Analysis

2024

*AITANMYA for Education & Development*

### Certified Management Accountant

2022

*AITANMYA for Education & Development*

### Intermediate Accounting (IA)

2018

*Srouji Group*

### Technical Analysis

2018

*Srouji Group*

## LANGUAGES

Arabic: Mother tongue

English: Very Good (reading, writing, and speaking)

## PERSONAL INFORMATION

Date & Place of Birth: 1994, Damascus, Syria

Gender: Male

Nationality: Syrian

Marital Status: Single

Military Service: Final Exempted