



Majd Khoudari

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Facebook: <https://www.facebook.com/majdkhoudari.sy/>

Home: Damascus (Syria)

Other: Dubai (United Arab Emirates)

ABOUT MYSELF

- Experienced professional with expertise in International Relations, Political Analysis, Economic and Social Research, and Financial Analysis. Over four years of service at a European embassy in Syria, contributing to diplomatic and economic initiatives.
- Accomplished lecturer and trainer with more than 300 training hours, alongside over six years of experience in financial markets, corporate consultancy, feasibility studies, banking, and statistical programs. Additionally, served as an Erasmus+ Research Partner.

WORK EXPERIENCE

Development Cooperation and Economic and Commercial Consul Assistant

The Embassy of The Czech Republic in Syria [01/01/2020 – Current]

City: Damascus | **Country:** Syria | **Website:** www.mzv.gov.cz/damascus | **Email:** majd.khoudari@mzv.gov.cz | **Name of unit/department:** Ministry of Foreign Affairs of The Czech Republic - **Business/sector:** Public administration and defence; compulsory social security

- Conduct in-depth research and analysis on significant political, social, economic, commercial, and environmental developments. Prepare comprehensive reports and advisories for the Ministry of Foreign Affairs.
- Continuously monitored and reported on significant political, social, economic, commercial, business, and environmental developments in Syria.
- Develop and execute public relations strategies that enhance the public image of the Czech Republic's foreign policy initiatives. Prepare press releases, manage media inquiries "Website and Social Media, and maintain relationships with key media contacts.
- Maintain and expand an extensive network of contacts across government, business, and civil society sectors. Represent the Czech Republic in official functions and meetings as required.
- Oversee the Monitoring, Evaluation, Accountability, and Learning (MEAL) aspects of Humanitarian Aid projects funded by the Czech Republic and the EU Council in Syria. Ensure projects align with strategic objectives and deliver intended outcomes.
- Provide detailed briefings to the Ministry, Ambassador, Economic and Commercial Consul, and visiting officials on critical developments. Accompany diplomatic figures to high-level meetings, offering preparatory briefings and drafting essential briefing materials.
- Analyze and forecast political and economic developments and their potential impacts on Czech-Syria relations and MENA Region, providing strategic advice to enhance diplomatic engagements.
- Took an active role in the preparation and arrangement of embassy-related forums and social events, ensuring successful execution and positive engagement with stakeholders.
- Delivered expert consultancy on financial markets, feasibility studies, and corporate planning to support diplomatic strategies and initiatives.

Accounting Manager - Remote

Rouses Mart DMCC "Supermart.ae" [21/12/2020 - Current]

City: Dubai | Country: United Arab Emirates | Website: www.supermart.ae | Email: tarek@supermat.ae | Name of unit/department: Finance - Business/sector: Transportation and storage

- Oversee daily financial activities and ensure that month-end and year-end closings are executed accurately and on time. Maintain a streamlined accounting system that supports efficient processes and accurate reporting.
- Lead and develop a remote team of accountants. Foster a collaborative environment and ensure team members are motivated and have the resources they need to perform effectively.
- Ensure compliance with IFRS and applicable federal, state, and local regulatory laws and rules for financial and tax reporting. Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows.
- Prepare detailed budgets, financial forecasts, and reports. Provide analysis and insight into financial data to assist leadership in making informed business decisions.
- Continuously evaluate and improve accounting processes and systems to increase efficiency and adapt to new business requirements.
- Collaborate with external auditors and manage the preparation of audit documents. Engage with department heads to provide financial insight and support operational needs.

International and Social Relations Researcher

Freelance [2016 - Current]

Country: Syria

- Authored research papers on international relations, political analysis, and future scenarios for the Levant region, providing in-depth insights into geopolitical developments for various research centers.
- Conducted in-depth studies on the economic and social conditions of the Levant, identifying trends and offering actionable recommendations.
- Produced comprehensive analyses on sectarian and ethnic affairs in the Levant, addressing the region's complex sociopolitical dynamics.
- Researched and wrote extensively on the political history of Syria, with a particular emphasis on the historical and cultural significance of Damascus.
- Designed, distributed, and analyzed questionnaires and conducted focus groups, employing scientific research methods to gather and interpret data effectively for diverse projects.
- Leveraged advanced data analysis techniques to produce evidence-based findings and deliver impactful insights tailored to the needs of research centers.

Financial and Statistical Analyst consulting

VOOM Business Consulting Services [01/01/2019 - 01/11/2022]

City: Damascus | Country: Syria

- Interpret data, analyse results using statistical techniques and modelling software provide ongoing reports
- Identify, analyse, and interpret trends or patterns in complex data sets
- Locate and define new process improvement opportunities
- Exploring different investment opportunities
- Developing financial models and providing financial forecasts
- Developing initiatives and policies that may improve financial growth

Financial Analyst / IPO Manager

BEMO Saudi Fransi Finance [01/03/2019 - 01/07/2022]

City: Damascus | Country: Syria | Website: www.bsff.com | Email: mkhoudari@bsff.com | Name of unit/department: Finance - Business/sector: Financial and insurance activities

- Analyse listed and non-listed Syrian companies' financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions. Evaluate current and historical data.
- Evaluate and compare the relative quality of various securities in a given industry.

- Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.
- Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory.
- Monitor fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services in Syria and outside Syria, investment banking firms, government agencies, trade publications, company sources, and personal interviews.
- Meet with investors to explain recommendations
- Ratings analysts as evaluate the ability of companies to pay their debts, including bonds. On the basis of their evaluation
- Prepare plans of action for investment based on financial analyses. By recommend investments and investment timing to companies, investment firm staff, or the investing public.
- Present oral and written reports on general economic trends, individual corporations, and entire industries.

Financial Analyst

Global Reach Company [01/08/2016 – 01/02/2020]

City: Damascus | Country: Syria

- Recommend individual investments and collections of investments, which are known as portfolios
- Evaluate current and historical data
- Study economic and business trends
- Study a company's financial statements to determine its value
- Meet with company officials to gain better insight into the company's prospects and management
- Prepare written reports
- Meet with investors to explain recommendations
- Ratings analysts as evaluate the ability of companies to pay their debts, including bonds. On the basis of their evaluation
- Risk analysts as evaluate the risk in investment decisions and determine how to manage unpredictability and limit potential losses. Making investment decisions such as selecting dissimilar stocks or having a combination of stocks, bonds, and mutual funds in a portfolio.
- Supervise a team of analysts and select the mix of products, industries, and regions for their company's investment portfolio. In addition, to explain investment decisions and strategies in meetings with investors.

Paymaster

Four Seasons Hotels and Resorts [15/10/2017 – 12/12/2018]

City: Damascus | Country: Syria | Website: www.fourseasons.com | Email: majdkhoudari@fourseasonsdam.com | Name of unit/department: Finance - Business/sector: Arts, entertainment and recreation

- Maintain accurate accounting records and provide related financial reports for the hotel accounting system
- Lead the payroll process, as it relates to payroll costs, and ensure all work is completed on time with all relevant accounts reconciled
- Prepare payroll and overtime accruals journals
- Ensure the balance sheets, as they relate to all payroll accounts are a fair reflection of the assets of the hotels
- Ensure reporting is timely, accurate and consistent with the financial accounts so that the PandL/Balance sheets reconcile to the trial balance and where proof of reconciliations can be provided on a monthly basis
- Ensure Team Member pay queries are resolved on a timely basis
- Monitor actual hours to contracted hours
- Ensure effective controls are in place over payroll expenses

Financial Market Analyst

Damascus Securities Exchange (DSE) [01/06/2016 – 01/12/2016]

City: Damascus | Country: Syria

- Study plans and programs, policies, laws and government regulations and their impact is expected in the stock market, and propose development.
- Preparation of studies on ways to develop the financial and securities markets in Syria.
- Financial analysis for the listed and unlisted companies.

- Periodicals and pamphlets relating to the Authority, and media programs that reflect the activity of the Authority and ensure their publication in various media.
- Preparation, coordination and preparation for conferences, seminars, and organize interviews.
- Assess the relationship with the organizations and regional and global bodies suggest ways to take advantage of programs and events held by these organizations.
- Development agreements with internal and external, and organize the exchange of official visits

Loan officer

Al Wataniya Micro-finance Institution [01/12/2014 – 01/08/2015]

City: Damascus | Country: Syria

Field work and to promote the products and services provided by the institution to the community, the study of lending requests and financial evaluation of projects and follow-up payments.

Bank Officer

Cham Islamic Bank [01/07/2017 – 14/10/2017]

City: Damascus | Country: Syria

- Receive and response to customer service account inquiries on account balances, transaction details, statements and fees and charges.
- Handling cash transactions and cash balancing, overseas transfers and LC, LG and DC.
- Open new accounts/closing accounts, inquiries on internet and ATM services.
- Alterations to existing savings and cheque account.
- Inquiries for home, car and personal loans.
- Set up periodical payment authorities on accounts, Change statement of account cycle.
- Promote bank product and services, Identify customer needs and refer customers to appropriate banking services and representatives.

EDUCATION AND TRAINING

Erasmus+ Program

Czech University of Life Science Prague [06/2022 – 12/2022]

Country: Czechia | Website: www.czu.cz

Master in Business Administration – Business Law

Higher Institute for Business Administration (HIBA) [01/07/2020 – 01/02/2022]

City: Damascus | Country: Syria | Website: www.hiba.edu.sy | Field(s) of study: Business, administration and law | Final grade: 79% | Thesis: The impact of the black market on foreign exchange rates in Syria

Advanced Diploma in Feasibility studies.

Al-Tanmyah for consultations [01/02/2019 – 07/04/2019]

City: Damascus | Country: Syria

Diploma in International Affairs and Diplomacy

London International Academy [23/02/2016 – 10/04/2017]

City: Damascus | Country: Syria

Diploma in Public Relations PR

European International University EIU [16/04/2015 – 17/12/2015]

City: Damascus | Country: Syria

Bachelor Degree in Banking and Financial Management

Higher Institute for Business Administration (HIBA) [01/10/2011 – 01/06/2016]

City: Damascus | Country: Syria | Website: www.hiba.edu.sy | Field(s) of study: Business, administration and law | Final grade: 77% | Type of credits: ECTS | Number of credits: 260 | Thesis: The impact of the decisions of the Central Bank of Syria on the risk management of Syrian banks

Certified Management Accountant CMA Part I

Institute of Management Accountants (IMA®)

Valid until: 01/12/2024

Syrian Chartered Financial Analysis (CFA) Level 1

The Syrian Financial Analysis Society

Data Visualization & Dashboard Essentials

IBM, Coursera, ID: S8KQZTYDPCMG, 2021

Excel Basics for Data Analysis

IBM, Coursera, ID: SA4CEQBMEUQL, 2021

Global Diplomacy - Diplomacy in the Modern World

University of London, Coursera, ID: V66WFCQ7JLV2, 2021

Data Analysis with Python

New Horizon

City: Damascus | Country: Syria

Data Analysis with Microsoft Power BI

New Horizon

City: Damascus | Country: Syria

Work shop in Marketing insurance and anti-money laundering and terrorism financing

Syrian Insurance Federation.

City: Damascus | Country: Syria

Work shop in Labor market skills

IHRM with Syrian Private University.

City: Damascus | Country: Syria

LANGUAGE SKILLS

Mother tongue(s): Arabic

Other language(s):

English

LISTENING C2 READING C1 WRITING B2

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Czech

LISTENING A2 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

DIGITAL SKILLS

Bayan HR System / Microsoft Power BI / Iscala Accounting Software / Microsoft Office / Micro Opera Oracle System / Tableau / SQL / Microsoft Powerpoint / Outlook / SPSS / Microsoft Excel / Metal trader App / Python / HTML / eviews / Research Skills / Data Analyst

HONOURS AND AWARDS

[2019] JCI - Syria

Best research paper at the CSR Conference 2019 by JCI - Syria

[09/2018] FourSeasons Hotel Damascus

Employee of the Month

[06/2022] Erasmus+

Erasmus+ research student

PUBLICATIONS

[2019]

THE ROLE OF SOCIAL MEDIA IN THE SOCIAL RESPONSIBILITY IN SYRIA

Khoudari, Majd et other, 2019, THE ROLE OF SOCIAL MEDIA IN THE SOCIAL RESPONSIBILITY IN SYRIA, THE 9th INTERNATIONAL CONFERENCE ON MANAGEMENT "People, Planet and Profit: Sustainable business and society" 9th ICoM 2019, ISBN: 978-963-269-836-6, DOI: 10.17626/dBEM.ICoM.A00.2019, Gödöllő, Hungary, P.55.

Khoudari, Majd et other, 2019

[2018]

The impact of the organizational culture on the NGO's leadership orientation in Syria. Evidence from the Syrian Arab red crescents, and the Danish refuge council DRS

Khoudari, Majd et other, 2018, The impact of the organizational culture on the NGO's leadership orientation in Syria. Evidence from the Syrian Arab red crescents, and the Danish refuge council DRS, Business and Management Sciences: New Challenges in Theory and Practice 25th Anniversary of the Doctoral School of Management and Business Administration, ISBN 978-963-269-781-9, Szent István University Publishing House, Gödöllő, Hungary, P.61.

Khoudari, Majd et other, 2018

[2018]

The Impact of the Practice of Management by Walking on Administrative Empowerment: Practical Study on the Syrian Hospital Sector

Khoudari, Juratli, 2018, The Impact of the Practice of Management by Walking on Administrative Empowerment: Practical Study on the Syrian Hospital Sector, INTERNATIONAL JOURNAL OF BUSINESS AND MANAGEMENT, ISBN 2321-8916, Vol.6, Issue.10, India, P. 60-71.

Khoudari, Juratli, 2018,

VOLUNTEERING

[01/10/2014 – 01/01/2020] Damascus

Team Leader, Junior Chamber International (JCI-Damascus)

[01/01/2016 – 01/01/2020] Damascus

Researcher, Union of Syrian Historians

Economic and diplomatic adviser

Arab Armenian International Law Assembly Community

RECOMMENDATIONS

Name: PhDr. Eva Filipi | Ambassador Extraordinary and Plenipotentiary

Reference are available when requested.

E-mail: eva.filipi@mzv.gov.cz

Name: David Mertl | Manager

Reference are available when requested.

E-mail: david.mertl@mzv.gov.cz

Name: Dr. Douraid Dergham | Prof.

Reference are available when requested.

E-mail: doumas@netcourrier.com

Name: Eng. Nazra Rahmeh | Teacher

Reference are available when requested.

E-mail: t_nrahmah@svuonline.org

Name: Mr. Omar Al-Khiami | Team Leader

Reference are available when requested.

E-mail: omar.alkhiami@gmail.com

Name: Mr. Osama Hassan | Manger

Reference are available when requested.

E-mail: ohasan@dse.gov.sy