Mulhem

Mulhem.227447@2freemail.com

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| Career Objectives |  As a highly dynamic and action-oriented professional who combines an enterprise experience with a strong academic background, I am searching for a good opportunity which fulfils my ambitions. I am presently seeking to join an organization that offers opportunity for growth and advancement. As a committed and enthusiastic person, I strongly believe that my business acumen, my expert skills and knowledge in information management and business development field will allow me to positively contribute a noticed leap in both management and business development areas. |
| Personal Information | 1. Nationality: Syrian
2. Date of Birth: 18 February 1985
3. Place of Birth: Aleppo, Syria
4. Marital status: Single
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| Educational Background | 1. Madisson Hills University – MBA in Finance .
2. University of Aleppo – Bachelor degree in Economics – Banking & Finance Dept. – class of 2007.
3. Science high school diploma – Aleppo – class of 2002 – (Syrian Baccalaureate).
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| **Languages** |
| 1. Fluent in Arabic ( mother tongue )
2. Fluent in English ( second language )
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| Professional Experience | 1. **06/2014 – till Now  *MAF Hypermarkets ( Carrefour)***

 ***Assistant Financial Controller*** Responsibilities:* Develop and maintain timely and accurate financial statements and reports that are appropriate for the users.
* Review monthly results and implement monthly variance reporting as compared to budget.
* Profit And loss monitoring and checking on monthly basis.
* Prepare all supporting information for the annual audit with the approved external auditor
* Payroll Processing and checking.
* Follow up and control the stock depriciation .
* Monitor the waste and Shrinkage on Daily basis.
* Monthly Forecast preparation and submission.
* Yearly Budget preparation and submission .
* Assist the Management in taking the needed action for Loss prevention plan .
* Give the required training to Sales team to improve the financial result .
1. **12/ 2011 – 06/2014 *MAF Hypermarkets ( Carrefour)***

 ***General Ledger Supervisor***Responsibilities:* Make monthly and year-end closing of the Division's general ledger.
* Preparing and checking staff cost reports.
* Prepare the monthly Waste analysis report.
* Prepare the monthly Shrinkage report .
* Prepare the monthly deduction list for cashiers according to the daily short report .
* Control the goods inventory for the warehouse and selling areas on weekly and monthly basis.
* Fixed Assets tracking, tagging and stocktaking .
* Opening fees reconcilliation (New branches opening only).
* Assist Financial Planning Analysis with Budgeting and Strategic Planning Process.
* Assist with the implementation accounting policies and procedures.
1. **07/ 2008 – 12/ 2011 *MAF Hypermarkets ( Carrefour)***

 ***(Finance Dept. ) Treasury Accountant***Responsibilities:* Preparing and booking the journal entries and payment vouchers(jd edwards).
* Prepayments & accrued expense handling.
* Fixed Asset Booking And Controlling.
* Reconciliation all the accounts on monthly basis.
* Bank reconciliation on daily & monthly basis.
* Petty cash handling & booking.
* Preparing and entering the credit notes(supplier fees) on monthly basis.
* Prepare sales report , cashflow , daily margin & negative margin report.
* Prepare the monthly payments for general expense & fixed assets suppliers .
* Booking and reconciling the Inter-company accounts.
* Assist and support the Gl supervisor if needed.
1. **11/ 2007 – 07/2008 *MAF Hypermarkets ( Carrefour)***

 ***(Finance Dept. ) AP Clerk**** Review invoices on daily basis.
* Resolve invoice discrepancies and booking in system.
* Set invoices up for payment.
* Process check requests.
* Monitor accounts to ensure payments are up to date.
* Weekly gross Margin Calculation according to inventory results.

**08/2006 – 11/2007 Dar Alsalam For Languages**  **(Accountant and Secretary)**Responsibilities:* Put the finance future plan for the institute and the approximate budget.
* Responsible for the promotinal plan.
* Arrange the monthly tables for both the teachers and students’ payments.
* General Expenses controlling .
1. **01/2005 – 06/ 2006 *Alyaman Group Fairs***

 ***( Permenant Auto Mobiles Exhibition)*** Responsibilities:* Receive the cars from their suppliers and arrange them in the show rooms.
* Discuss the offers after discussing the terms with the management .
* Explain the full characteristics of the product to satisfy the customers.
* Ensure proper customer service quality.

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| Computer Skills: | * ICDL from Aleppo University.
* MS Office Package(Outlook ,Word ,Excel, Powerpoint,)..
* Different Internet Application.
* Accounting programs : JD Edwards, Alameen,Quickbooks, Gima (logali),Persis,Caratesis .
* SNA software, business obgect system.
* Finance and accounting principles course from Phoenix university April 2010.
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| Key Qualifications: | * Ability to work in multi-cultural and international environment.
* Strong communication skills, Teamwork and Problem-solving gained through all stages of professional experience.
* Ability to meet strict deadlines.
* Team player with excellent communication and interpersonal skills.
* Self motivated, dynamic, well organized and ability to work under pressure.
* Open minded and able to learn new technologies.
* Self development to increase own knowledge.
* Respect colleagues, co-workers, superiors, and individuals, and present a positive image within the community.
* Contribute effectively and pro-actively to the continous improvement of any company through suggestions,teamwork and involvment.
* Strong communication skills.
* Follow Health & Safety Policies and Procedures.
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| Interests and Activities: | 1. Sports
2. Reading.
3. Playing Classic Music.
4. Newspapers.
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