Mulhem

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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 |
| 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). |
| **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. |
| 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. |
| 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. |
| Interests and Activities: | 1. Sports 2. Reading. 3. Playing Classic Music. 4. Newspapers. |