

# Wesam Alahmad



## **Personal Information:**

**Marital State:** Single

**Address:** Damascus, Kafarsosa

**Date of birth:** 10 Jan 1993

**GSM :**(+963) 994890874

**Email :**WesamAlAhmad93@gmail.com

**Military Service:** Exempt (Alone)

**Nationality:** Syrian

## **Education:**

Bachelor degree in Banking and Insurance - Damascus University- Faculty of Economic (2011–2016 ).

Graduation Rate (Very good 74.47)

## **Work Experience:**

### ❖ **Financial Services Officer:** Syria International Islamic Bank

(Jul 2021–Until Now) Tasks:

1. Checking outward remittance requests and entering all their data into the banking system and SWIFT, in coordination with the Bank Settlements Unit to feed the accounts to the correspondents.
2. Receiving and executing the incoming transfers on the date of the right referred to in the transfer and crediting them to customers' accounts at the bank's branches, in coordination with the Bank Settlement Unit.
3. Receiving checks and transfers of the clearing house, matching them, implementing them on the banking system, and taking the necessary measures in the event of any discrepancies.
4. Receiving the checks received for collection from the branches and preparing the necessary regulatory entries for the value of these checks when they are collected, and collecting the prescribed commissions on them.
5. Executing and auditing bank investments (buying and selling operations) with banks and ensuring the implementation of the conditions agreed upon in the contract and their compliance with the Reuter system talks and sending reinforcements to correspondent banks.
6. Resolving the obstacles arising from the buying and selling of foreign currencies and linking foreign deposits.
7. Implementation and posting of all accounting entries related to treasury and investment management, investment portfolios and funds belonging to the bank, and the restrictions for entering returns to our accounts with correspondent banks.
8. Executing and posting transfer entries for feeding the bank's accounts with correspondent banks.
9. Posting the currency rate bulletin to the banking system.
10. Implementation of financial restrictions received from the rest of the departments.
11. Work to achieve the bank's policy and objectives.
12. Communicate with external and internal local banks, external banks, customers, branches and bank departments.

### ❖ **Financial Control Officer:** Syria International Islamic Bank

(Feb 2021–Jul 2021) Tasks:

1. Reviewing and auditing the financial statements, original bank statements, receipts, and ledgers to ensure accuracy and compliance with the bank's policies and instructions.
2. Checking and reviewing all exchange and payment transactions on a daily basis.
3. Auditing all accounting documents, annual accounts, budget statements and fund accounts to obtain the results of the year, quarter or month.
4. Review and audit monthly bank reconciliations.
5. Auditing and reviewing financial tax statements.
6. Checking the debit and credit accounts on a monthly basis for the bank.

7. Ensure that all expenses are recorded and recorded correctly in private records Ensure the integrity of the approved accounting system and financial and accounting data.
8. Completely follow up on audits on time and submit required reports Analyze the results of the audit, discover errors in the processes entered and carried over, and find ways to prevent their recurrence.
9. Preparing periodic reports and submitting them to the direct official regarding violations that cause financial loss to the bank.
10. Training new employees on the job and spreading a culture of knowledge transfer, cooperation and teamwork.
11. Contribute to the continuous development of the Bank's systems, policies and procedures.

❖ **Fixed Assets and Accounting Affair Administration Officer: Syria International Islamic Bank**

(Nov 2017 –Feb 2021) Tasks:

1. Follow-up on the work of Stores (Fixed Assets & Stationery & Safekeeping).
2. Contribute to the inventory of fixed assets, calculate their depreciation, and provide the division manager with reports.
3. Receiving purchase orders from departments after obtaining the required approvals.
4. Check all purchase invoices for fixed assets and record accounts on approved programs.
5. Accounting management (petty cash and owed and temporary).
6. Follow-up and checking imprest notes belonging to the supply and maintenance.
7. Preparing daily, monthly and annual expense reports.
8. The records of the accounting operations are recorded in the general journal and general ledger according to the accounting system followed by the bank through the accounting program.
9. Applying the accounting system established for the bank in an accurate manner and ensuring the accuracy of the course of financial documents.
10. Work with the principle of accrual and prepayment, close operations advances, and verify the authenticity of documents, invoices and receipts duly.
11. Maintain supporting documents and papers in the financial management files and records in accordance with the bank's policies.
12. Contribute to preparing and sending budget reports as requested by the department manager and contributing to comparing actual results with the budget.
13. Checking all invoices according to the cost centers.
14. Prepare monthly, annual and special reports and analyze the required reports when needed.
15. The income and expenses of the bank are tracked to control the movement of input and output informing the financial manager of any developments or problems.
16. Executing any task assigned to it by the account manager within the framework of the jurisdiction.
17. Assist in the various activities and events that the bank holds as necessary.

❖ **Officer of the Compliance Unit: Haram Exchange (Jun 2017- set 2017)**

❖ **Responsible for Coordination and Follow-up in the information section (Jan 2015 – Jun 2017)**

AlMuhafazaclub Sports :Tasks

- Responsible for archiving the history of the Syrian Sports.
- Publish articles on the website of the AlMuhafazaclub, Monitor the performance of the website.

❖ **Supervisor Teams : Naama Library Student Services Oct 2014 – Jan 2015**

❖ **Objective:**

An ambitious, and confident individual who has a keen interest in consumer behavior self-motivated individual with a drive to succeed, having excellent organizational skills. Highly efficient and methodical with a good eye for detail with a proactive approach to performance and data accuracy.

Right now, I am looking for an excellent career developmental opportunity with a company that has a work environment in which all individuals are treated with respect and dignity.

### **Training:**

1. Introduction to the international trade (AL Cham Bank)
2. Micro finance and seep tools (Ibdaa Bank)
3. Difference between Islamic & traditional Bank, Branch Operations (Syrian international Bank)
4. Certified Islamic Banker (Dare Almashora)
5. Microsoft Access 2013 Specialist (SBS)
6. Introduction to Feasibility Study (Al-Tanmya-Education)
7. Area sales Coordinator (Katakik Company)

### **Language & Computer skills:**

#### ***Languages:***

Foreign languages: English (Good writing, Reading, speaking, listening)

Mother' tongue :Arabic .

#### ***Computer:***

Word: Excellent

Excel: Excellent

Access: Excellent

Photoshop: Basic

#### ***Accounting programs:***

EMAL , Compass , Ameen , Rasheed , Khazen , Sahli , Edare: **Basic**

### **Personal skills**

- Coming up with new ideas on a regular basis.
- Able to work as part of a team.
- Solving complex problems.
- Identifying gaps in the market place.