

# Rafi Mansour

Damascus – Almazzeh

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## PERSONAL INFORMATION

**Full Name** : Rafi Abdulkareem Mansour

**Marital status** : Married

**Gender** : Male

**Date of birth** : Jun 9, 1980

**Nationality** : Syrian

**Military service** : Done

## CAREER HISTORY

### Budgeting Specialist

*Syriatel Mobile Telecom  
Damascus - Syria*

*September 3, 2021 Till now*

#### Work duties:

- Budget Specialist Duties and Responsibilities
- Analyze Existing Budgets
- Develop Budgets and Forecasts
- Perform Cost-Benefit Analyses
- Manage Cash Flow
- Prepare Budget Reports

### Accounts Payable Accountant

*Syriatel Mobile Telecom  
Damascus - Syria*

*June 13, 2017 Till September 02, 2021*

#### Work duties:

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process

## **Chief Accountant**

*ALSAADY Company For Trading And Business LTD (TOYOTA, LEXUS, DIHATSU, YOKOHAMA)  
Der-Alzour branch*

*December 1, 2011 To Jun 30, 2013*

*Damascus branch*

*July 1, 2013 To November 3, 2016*

### Work duties:

- Supervise the team. Distribution of work and the work of the department.
- Checking out of accounting entries and payment orders, according to the required standards of the company.
- Make asset depreciation restrictions on a monthly basis.
- Reserves and provisions are made on a monthly basis.
- Prepare the statement of income, statement of cash flows, and balance sheet of the branch, on a monthly basis.
- Analyses of budget accounts and follow up of accounts receivable.
- Preparing and submitting monthly financial reports to the Head office.

## **Senior Accountant**

*ALSAADY Company For Trading And Business LTD (TOYOTA, LEXUS, DIHATSU, YOKOHAMA)  
August 1, 2010 To November 31, 2011*

### Work duties:

- Inventory stocktaking periodically, and make related adjustments.
- Periodic monetary inventory and related adjustments.
- Match balances of accounts in different banks, and prove the related accounting restrictions.
- Match balances of customer accounts and suppliers.
- Preparation of accounting entries related to the activity of sale in instalments (sale, payment, bad debts, debt rescheduling, deferred income, accrued income, etc.).

## **Accountant**

*ALSAADY Company For Trading And Business LTD (TOYOTA, LEXUS, DIHATSU, YOKOHAMA)  
December 6, 2006 To July 31, 2011*

### Work duties:

- Match accounts balances with head office and branches.
- Preparation of accounting entries.
- Checking sales invoices and ensuring that the conditions are met.

## KEY COMPETENCIES AND SKILLS

### PROFESSIONAL SKILLS

- Financial analysis.
- Financial reporting.
- Financial statements.
- Accounting applications.
- Budgeting.
- Fixed assets.
- General ledger.
- Cash management.
- Accounts receivable & payable.
- Accounting bookkeeping.

### PERSONAL SKILLS

- Communication.
- Teamwork.
- Problem solving.
- Leadership.
- Organisation.
- Perseverance and motivation.
- Ability to work under pressure

## ACADEMIC QUALIFICATIONS

University of Aleppo - Faculty of Economics

1998-2004

Bachelor in Economics - Accounting Department

## COMPUTER SKILLS

- Microsoft Office.
- ICDL.
- Oracle.
- Symex.
- EMT.

## LANGUAGES

Arabic : Native language .

English : Good ( reading , writing , talking )

## TRAINING

Internal training courses:

- TOYOTA Quality Control Circles (Q.C.C)
- Kaizen Training.
- Effective dynamic communication skills.
- Stress management.

## REFERENCES

Name: Dr. Rasha Sirop  
Address: Syria – Damascus  
Telephone: +963 944409456  
Email: rashasirop@gmail.com  
Job title: Executive Director

**ALFUAD MT**

Name: Mr. Hayan Ahmad  
Address: UAE- Dubai  
Telephone: +971 569533430  
Email: hayan75@gmail.com  
Job title: Financial Manager

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