

Juliana Zakhem



Personal Information:

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Date of birth: 1/January/1994
Place of birth: Syria, Damascus.
Marital status: Single

Work & Experience:

- **January 2021- March 2022:** Jesuit Refugee Service, as a finance officer.
 - Produce and send monthly financial reports and forecasts (cash request) to the Country Finance Officer.
 - Analyze monthly statement of available funds and use of funds ensuring that they are in accordance with the budget
 - Ensure that the project is complied with JRS policies and using JRS tools properly
 - Weekly and monthly reconciliation of bank accounts, and audit cash account.
 - Monthly reconciliation of fixed asset warehouse in cooperation with finance team
 - Coordinating with Project Director and team leaders regarding procurement and fulfilling requests for materials necessary for the project's progress.
 - Contributing with the project director and coordinators to build and follow up the budget proposal
 - Communicate regularly with the Country Finance Officer, informing him/her on all major issues and developments in financial operations within the project.
 - Ensuring the payroll allocation with HR.
- **April 2016 – December 2020:** Jesuit Refugee Service, as an accountant.
 - Processing accounting transactions.
 - Participating in preparing local financial reports.
 - Processing cash payment and record them in the system including personnel payments (salaries & advances) in addition to the reconciliation with the system
 - Processing advance payment for work purpose and the related settlement with the invoices of expenses with the required reconciliation
 - Perform administrative tasks such as printing, archiving, and copying all finance department bills.

In addition, I have worked as HR backup doing the following tasks:

- Preparing employees timesheets.
 - Input the Data into the HR system.
 - Preparing the documents related to salaries and salary slips.
 - Recording and archiving volunteers' data and make sure to be updated (contract, CVs, resignations...).
- **July 2015 - March 2016:** Vacation Tours, as an accountant.
 - Documents financial transactions to customers by entering account information by using Al-Ameen accounting system.
 - Maintaining accounting records (Sales, refund, commissions etc.)
 - Auditing financial transactions documents.
 - Participating in end of month closing
 - Processing cash transaction (paid & received), along with the cash physical count and reconciliation

Courses Attended & Training:

- **2022:** UNICEF, online course, PSEAH
- **2021:** Ousus, Syrian Assistant Financial Analyst.
- **2020:** JRS, Online Orientation Course (OOC).
- **2019:** JRS, Clown Science Dreams, Scientific Emotional Art.
- **2018:** JRS, Social Peace, Conflict Sensitivity Training.
- **2018:** New Horizons Training Center, Excel Expert.
- **2017:** Ousus, Intermediate Accounting (**IA**).
- **2016:** JRS, leadership workshop.
- **2014:** Bank Audi Syria, fifteen working days in the functions of the bank (Over-the-Counter Operation, Customer Services, Trade Finance, Bills).
- **2014:** Nicola Daher office, a secretary.
- **2014:** Hamak library, Damascus University, an accounting officer.
- **2014:** New Horizons Training Center, Basic Computer Skills IT, Windows and Office 2010.
- **2014:** Syrian-European training center, Entrepreneurial Skills and Business Management.
- **2010:** Youth project management, Business experience.
- **2009:** Youth project management, Business awareness program (**BAP**).

Educational Background:

- Graduated from Economics College, specialized in Banking and Insurance science.

Languages:

- Good command of spoken and written English.

Computer Skills:

- Good command of Windows & Microsoft Office applications.

Volunteer Experience:

- **2014 - present:** The Salesian of Don Bosco church, Damascus, as a catechist.
- **April 2013 - June 2015:** Jesuit Refugee Service, as an Instructor.
- **2010 - 2012:** Melkite Greek Catholic Patriarchal Cathedral, Damascus as a catechist.

Hobbies:

- Reading books, listening to music and surfing the internet.

Personality:

- Flexible
- Quick learner
- A team player

References and Supporting Documents:

- Available upon request.

Dear sir,

It is my honor to apply for the vacancy as the FINANCE OFFICER –BUDGET AND REPORTS position at Premiere Urgence International (PUI).

When I read the job description, I was excited to apply. As finance officer at Jesuit refugee service I believe the job duties listed align well with my skills to fulfill based on my current career and my communication with superior in the organization in addition to the 7 years' experience at finance scope which 6 years out of them are in JRS.

I would like to draw your attention to my high ability to communicate with all cultures, in addition I trust that this vacancy is the chance to prove myself by completing my tasks on the best performance, improving strength points, overcome weakness points, on the other side, improving myself in the managerial level, have an overview through the whole organization, dealing with higher management level.

I look forward to discuss the Finance Officer position and my qualifications with you in more detail. I'm available to talk at your soonest convenience, and I'll be in touch to follow up, just to make sure you've received my application!

Thanks

Sincerely

Juliana Zakhem