



## Mohanad Jihad Wahbi

<b>Gender</b>	Male
<b>Nationality</b>	Syrian
<b>Date of Birth</b>	1982-05-22
<b>Current address:</b>	
<b>Country</b>	Syria
<b>City</b>	Rif Dimashq
<b>Address</b>	Jaramana-Alhomse Street - Wahbi Bulding
<b>Fixed Phone</b>	+963-11-5613863
<b>Mobile Number</b>	+963-992-998766
<b>E-mail Address</b>	mohanad312@hotmail.com
<b>Marital Status</b>	Not Single
<b>Military Service</b>	Exempted On 2010-04-27
<b>Driving License</b>	type B - 2009-03-02

### Targeted Job

<b>Objectives</b>	Work in a large company and gain new skills
<b>Targeted Job Type</b>	Full time - Part Time
<b>Targeted Job Category</b>	Finances/Accountancy
<b>Desired Work Location</b>	Syria and other Arab countries
<b>Availability to join a job</b>	Within 1 month
<b>Desired Net Salary</b>	Confidential

### Experiences

<b>Company Name</b>	SCP
<b>Start Date</b>	2020-10-20
<b>End Date</b>	Still Working
<b>Job Title</b>	Accounting Manager
<b>Field of Work</b>	Construction/Installation/Repair
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria
<b>Net Salary</b>	Confidential
<b>Company Description</b>	Syrian Trust For Development/Strategic Capital Projects
<b>Responsibilities</b>	<p>Create a chart of accounts. Preparing an annual budget. Closing accounts on a monthly and quarterly basis and preparing results reports. Checking &amp; issuing of all payroll related issues. Manage &amp; control all budgets accounts</p> <p>Follow up the daily work of the accounting department Prepare,issue,analyze all accounting unit Reports Manage&amp;control all Suppliers accounts Control Petty Cash movements in all cities Track expense reports and process expense report Checking &amp; issuing of all payroll related issues Control all Fixed Assets Issues Control all Inventory transaction Training development of all payable unit new employees Providing support documentation for audits System specialist member in ( ISO )quality internal audit committee</p>
<b>Benefits</b>	<p>Good salary Social insurance Medical Insurance Life Insurance Mobile line 2 days holiday in the week</p>

<b>Company Name</b>	Eastern Telecom Services (ETS)
<b>Start Date</b>	2010-05-26
<b>End Date</b>	2020-10-20
<b>Job Title</b>	Head of Section (Accounts Payable)
<b>Field of Work</b>	Finances/Accountancy

<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Damascus
<b>Net Salary</b>	Confidential
<b>Company Description</b>	telecom services
<b>Responsibilities</b>	Prepare,issue, analyze all Payable unit Reports Manage&control all Suppliers accounts Control Petty Cash movements in all cities Track expense reports and process expense report Checking &issuing of all payroll related issues Control all Fixed Assets Issues Control all Inventory transaction Training development of all payable unit new employees Providing support documentation for audits System specialist member in ( ISO )quality internal audit committee
<b>Benefits</b>	Good salary Social insurance Medical Insurance Life Insurance Mobile line 2 days holiday in the week

<b>Company Name</b>	Arabian Food Company (AFC)
<b>Start Date</b>	2008-02-12
<b>End Date</b>	2010-05-25
<b>Job Title</b>	Accountant
<b>Field of Work</b>	Finances/Accountancy
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Damascus
<b>Net Salary</b>	Confidential
<b>Company Description</b>	import the food and distribution
<b>Responsibilities</b>	Supervise the accounting department Review all journal entries and post them to the general ledger. Prepare adjustment entries and post them in order to prepare the adjusted trial balance. Prepare the financial statement and submits them to the financial manager for approval. Handling the budget and control all budgetary items such as purchasing, payment and Collecting cash etc.

Prepare the monthly bank reconciliation and customers and suppliers confirmations about Their balances  
System specialist

**Benefits** Social insurance  
Medical insurance  
Transportation

## Education

**Degree Name** University  
**Graduation Year** 2008  
**Educational Institution** Damascus University  
**Degree** Bachelor/ License Degree  
**Rate** 70  
**Location** Damascus  
**Major** Accounting

## Skills

Skill Name	Level	Years of Experience	Last used	Description
Office application	Advanced	13	Still using	MS Office
Computer & Windwos	Advanced	18	Still using	Windows Xp,Vista,7,8,10 software& Hardware maintenances'
Teaching	Advanced	5	Still using	Teaching Accounting and accounting program in many Institute like ( Al-Reda learning center & CCIT )

## Languages

**Mother Tongue** Arabic

### Foreign Languages

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Language	Reading	Speaking	Writing
English	Good	Good	Good

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## Attended Courses

**Course Name** IA  
**End Date** 2008  
**Institute** Lambers  
**Certified** No  
**Location** Damascus  
**Course Field** Accounting

**Course Name** CMA  
**End Date** 2010  
**Institute** Lambers  
**Certified** No  
**Location** Damascus  
**Course Field** Managerial AccountingManagerial Accounting

**Course Name** ISO 9001  
**End Date** 2011  
**Institute** DNV  
**Certified** Yes  
**Location** Damascus

**Course Field** Internal Audit Iso 9001

**Course Name** Time Management

**End Date** 2018

**Institute** Syriatel

**Certified** Yes

**Location** Damascus

**Course Field** Time Management

**Course Name** Team Leader

**End Date** 2018

**Institute** Syriatel

**Certified** Yes

**Location** Damascus

**Course Field** Team Leader

**Course Name** supervisory skills

**End Date** 2018

**Institute** Syriatel

**Certified** Yes

**Location** Damascus

**Course Field** supervisory skills

### **Achievement**

ETS Stores

Create all related policies & Procedures Train all store team member Apply the Coding System for store & Fixed Assets ETS Procurement Create all related policies & Procedures Connecting the related polices to Store Worked as System Administrator & IT Coordinator in AFC Responsible of Payroll & its related issue (HR Aspects) –Warehouse controle- AFC Applying & Training of "Palms" (pocket PC) System for Sales team members and all related clients -AFC