



## MHD RAFAT SHIEKH AL-BASATENH

### SUPERVISOR OF FINANCIAL STATEMENTS & ACCOUNTING REPORTS

#### MAIN OBJECTIVE

*A fully qualified finance and accounting professional with more than 5 years of experience in finance and analysis teams, financial budgeting, financial reporting and analysis..*

#### PERSONAL INFORMATION

- Birth : Damascus 9th, November, 1994
- Nationality : Syrian
- Marital status : Married
- Military status : Permanent Exemption

#### CONTACT DETAILS

📍 Syria - Damascus

☎ +963 - 992177780

✉ rafat.bsatenh@gmail.com

Time Management

Decision Making

Leadership

Hard Working

Trustworthy

Creativity

Problem Solving

Self-motivation

## WORK EXPERIENCE

### Supervisor of Financial statements & Accounting reports

Cham Holding - Al Fajer | Mar 2023 - Present

#### Main tasks:

- Oversee daily transactions, including accounts payable/receivable, general ledger and bank reconciliations.
- Determine or change journal entries, account coding's or classification for transactions, or other accounting records.
- Review and audit the financial reports of Yasmine Al Sham Hotel.
- Follow up on the hotel contractors' accounts according to the established plan.
- Follow up on the process of closing companies' accounts in coordination with the external auditor.
- Team management and Monitor the daily performance of the accounting department and Determine work priorities.
- preparing and developing accounting policies and procedures for the financial management.
- Prepare the yearly budget and following up with variation if existed.
- Track the progress of financial and accounting objectives.

### Senior accountant

Cham Holding | Mar 2019 - Mar 2023

#### Main tasks:

- Prepare daily accounting entries.
- Conform the accounts between the parent company & its subsidiaries.
- Communication with banks and reconciliation of the bank accounts.
- Calculate the bank interests and update cash report.
- Currency exchange rates revaluation.
- Calculate and record monthly depreciation.
- Closing accounts at the end of the year and preparing annual financial statements according to IFRS.
- Prepare the yearly budget and following up with variation if existed.
- Participate in preparing and developing accounting policies and procedures for the financial management.
- Prepare financial reports and do tasks according to management requirements.



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Time Management

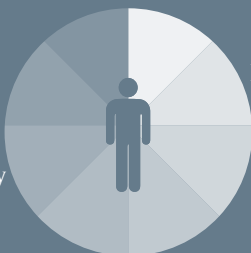
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### Credit review analyst

Bank of Jordan Syria | Dec 2017 - Mar 2019

#### Main tasks:

- Studying the credit facilities files (grant, renewal, adjustment) and ensuring that documents are completed within central bank decisions.
- Review the result of financial statements including actual and projected balance sheet, income statement, cash flow analysis and financial ratio.
- Studying the customer's financing gap and his ability to pay and Checking collateral.
- SWOT analysis (Strengths, Weaknesses, Opportunities and Threats).
- Examine the credit analysis to identify the borrowers risk emphasizing on (business risk, facility risk, borrowers' risk and financial risk).

#### Data entry

Syrian Telecom Establishment | Jul 2015 - Jan 2016

#### Volunteer

United Nation | Mar 2013 - Oct 2013

### EDUCATION

#### Damascus University

Class of 2017 | Faculty Of Economy.

Rate : Very Good 75%.

### COURSES

- Dip IFRS | Jun 2022 - Dec 2022
- CFA Part 2 | Apr 2019 - Oct 2019
- CFA Part 1 | Oct 2018 - Jan 2019
- CMA | Sep 2017 - Dec 2017
- IA (Intermediate Accounting) | Sep 2016 - Nov 2016
- Awareness of men at UN | Aug 2013 - Sep 2013
- Facilitation skills at UN | May 2013 - Jun 2013

### WORKSHOP

- Organizations' Ethics Auditing | Apr 2020
- The difference between IFRS and GAAP | Apr 2015

### COMPUTER LITERACY

- Al-Ameen Accounting Program.
- Microsoft Office package, including Excel Business.

### LANGUAGES

- Arabic: Mother tongue.
- English: Reading, writing, Conversation (Good).