

# Mahmoud Fares

Aleppo Governorate, Syria

acc.m.fares90@gmail.com

+963966495005

[linkedin.com/in/acc-m-fares90](https://www.linkedin.com/in/acc-m-fares90)

## Summary

Engineering: I have experience in the field of engineering, site work supervision, and worker management.

Accounting: I have experience in accounting, managing business accounts and using accounting software.

Management: I have experience in supervising and managing employees, and communicating with clients.

Military service: ended

The passport is valid until 06/05/2027

Private market license category (B) is valid until 06/05/2023

## Experience

### Office Manager

tahhan design

Oct 2021 - Present (2 years 2 months)

Follow-up: I have experience in following up on work, including supervising workers, monitoring performance, and ensuring.



### Cashier and accountant

Cham Wings Airlines

Sep 2021 - Oct 2021 (2 months)

responsible for handling financial transactions, managing accounts, and ensuring that the final balances are reconciled. Additionally, they may oversee a training period to ensure that the financial process runs smoothly.

### Treasurer and accountant

cham Exchange and Money Transfer

Jun 2020 - Sep 2021 (1 year 4 months)

responsible for ensuring that rules and regulations are followed, monitoring cash flow between the sub-fund and the main fund, and verifying that cash is authentic and free of fraud.

### Head of Administrative Affairs

Military Works Department

Jan 2015 - Mar 2020 (5 years 3 months)

responsible for maintaining employee records and overseeing financial and personal matters.

### Project technical supervisor

Military Works Department

Jan 2011 - Jan 2015 (4 years 1 month)

responsible for overseeing construction projects and calculating the required quantities of materials.”

## Education



### University of the People

Associate of Science in Business Administration, Business Administration

Feb 2022 - Aug 2024



### Al-Furat University

Faculty of Economics, Management and accounting of small and medium enterprises

Sep 2015 - Jun 2020



### Aleppo University

Engineering Technology Diploma, Civil Engineering

Sep 2007 - Jun 2010

## Licenses & Certifications

### DEMOCRACY AND PEACE 2 - TAWAKKOL KARMAN FOUNDATION

f3bc0912-a193-43e3-aac1-96334c605197



### Antimythotic - Antimythotic

### IFTE-2023 Sub-Conference: Teacher training as a factor in the effectiveness and efficiency of teacher education. - IFTE-2023 Sub-Conference

IFTE-2023 Sub-Conference



### youth course for the labour market - Tawakkol Karman Foundation

#f9888c15793d335a



### Diploma in Accounting and Finance - Oxford Home Study Center OHSC

Issued Nov 2023 - Expires Nov 2023



### Diploma in Business Management - Oxford Home Study Center OHSC

Issued Nov 2023 - Expires Nov 2023

## Skills

Administration • Business • Management • Business Management • Finance • Financial Accounting  
• People Management • Customer Service Management • Employee Training • Graduate Recruitment