

WASIM MARWAN AL MARAWI

CPA – Passed level I CFA exam

WhatsApp: +963-993-233-151 Email: wasim19792002@gmail.com

OBJECTIVE

To work in a stimulating milieu for the maximum utilization and application of my broad skills and expertise

AREAS OF EXPERTISE

Result oriented, Proactive and industrious chartered accountant with around **21 years** of extensive hands-on experience

- To assist the management with formulation of Business Plan and prepare Budgets to support the plan in conformity with company reporting requirements and deadlines
- Combine visionary, strategic and tactical financial expertise with strong qualifications in all areas of financial and management accounting that produce bottom-line results and financial strength
- Summaries and Executive Summaries for relevance, completeness, and effective communication
- Ability to identify business risks and efficiency improvements; demonstrated leadership, organization, and administrative skills in addition to strong written and verbal communication skills
- Analyzing financial statements and credit reports; Developed and reviewed financial reports; managed all aspects of credit analysis on a daily basis
- Sound communication skills through patient and persistent dialogue; Demonstrates an ability to analyze issues, expedite innovative solutions and consensus-driven environment that contributes to on-quality, on-time project delivery
- Responsible for accurate and timely cash flow projections, financial and other reports as required for internal management, government agencies, and other funders
- Develop & coordinate budget preparation, grants, & contracts administration; monitor and evaluate revenue expenditures relative to budget projections
- Monitor fiscal operations for conformance with various policy, procedural & legal requirements; and perform a wide variety of professional budget & accounting work
- Analytical, articulate and diligent; resourceful in the completion of projects and effective at multitasking with strong ability to plan, prioritize and manage complex ventures under aggressive timelines

ACADEMIC PROFILE

- **Syrian Certified Public Accountant**, Syrian Association of certified public accountants (2021)
- **Passed Level I CFA Exam**, American Institution of Chartered Financial Analyst (2011)
- **Certified Public Accountant**, American Institution of certified public accountants (2007)
- Bachelor Degree in **Commerce**, Damascus University (2001)

TRAININGS

- ISO standards & implementation
- Vision International, Doha – Qatar, Completion of Peachtree Accountancy Course (2004)
- Compunet Computer Center, Damascus-Syria, Computer Courses (2001)
- Dar Al Alsun, Damascus, Syria, English Courses (2001)
- SAP (on line training)
- Oracle (JD Edwards)
- MS Office (Excel, Word, Power point)
- Essentials of Humanitarian Practice (by RedR UK) in Beirut, Lebanon from 18th Sep to 22nd Sep 2023

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- Leadership & Managing Master Class for NGOs (Venture December 2023)

COMPUTER SKILLS

- Office Package: Microsoft Word, Excel, Access, PowerPoint and Outlook
- Operating Systems: Windows9X, 2000, ME, XP and Vista

EMPLOYMENT HISTORY

Syrian Arab Red Crescent, Syria

from 1-5-2023 (At Present)

Syrian Red Crescent (the "Partner") is an independent humanitarian organization of public utility founded in 1942 according to the decree No/540/ 1942 and the decree No/117/ 1966 that regulates the Organization's work. Syrian Red Crescent has been recognized by the International Committee of the Red Cross in Geneva (ICRC) in 1946, SARC is committed to Geneva Conventions and the seven basic principles of the International Movement of Red Cross and Red Crescent. SARC has a headquarters in Damascus and fourteen branches in the fourteen governorates of Syria

Accounting Unit Manager

Key Deliverables

- ✓ Ensure the implementation of adequate internal control parameters designed to safeguard the assets of the Society and ensure the validity and accuracy of the Organization's financial information
- ✓ Ensure preparation of cheques according to policies and procedures, and maintenance of cheques within internal control parameters.
- ✓ Monitor compliance of financial accounting activities with national and international accounting standards.
- ✓ Supervise operations generated in accounts payable and accounts receivable and highlight any identified or potential risk.
- ✓ Post, finalize and update accounting transactions in the Journal.
- ✓ Ensure SARC's cash flow is adequate to allow effective operations through scheduling process payment dates and approving payment vouchers.
- ✓ Review and post transactions to clear interim account.
- ✓ Generate "Audit Trail" reports for the period.
- ✓ Supervise the physical inventory count activity and handle identified discrepancies.
- ✓ Review, investigate, and correct errors including petty cash discrepancies as well as inconsistencies in financial entries, documents, and reports received.
- ✓ Supervise the Fixed Assets purchase and management process for accuracy.
- ✓ Review and ensure timely and accurate payroll activity and liaise with Human Resources to clarify and/or resolve potential payroll issues.
- ✓ Review, finalize and post accruals, provisions and reserves transactions.
- ✓ Review and update Chart of Accounts to ensure accurate recording of transactions.
- ✓ Review and approve all transactions to be posted to the General Ledger directly while identifying amendments when needed.
- ✓ Close the General Ledger at period end.

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Maintenance Management Group, Beirut Lebanon

from 1-6-2010 to 30-4-2023

Finance Manager

Key Deliverables

- ✓ Receivables: Contact clients for payment date. Keep collections in time as agreed in the maintenance contracts. Issue receipts and coordinate with the office clerk to collect checks
- ✓ Prepare invoices: for spare parts statement and for monthly maintenance fees according to our maintenance contracts
- ✓ Journal vouchers daily control
- ✓ Control the maintenance contracts and final invoices
- ✓ Control the bank reconciliation
- ✓ Cash count
- ✓ Prepare Cost Centers reports.
- ✓ Prepare Financial reports
- ✓ Prepare the Payroll
- ✓ Prepare the tax on Salaries report
- ✓ Prepare the NSSF monthly report
- ✓ Handle and assist the external auditors in their yearly audits
- ✓ Full accountability for own technical work on project/supervisory responsibilities.
- ✓ Establishes own milestones, team objectives and delegates assignments.
- ✓ Influences organization, customers, suppliers and peers within industry on contribution of his/her specialization.
- ✓ Significant responsibility for the work of others and for the allocation of resources.
- ✓ Decisions impact success of assigned projects, ie... results, deadlines, budgets, etc...
- ✓ Develops business relationship with clients.
- ✓ Challenging range of complex technical or professional work activities.
- ✓ Work requires application of fundamental principles in a wide and often unpredictable range of contexts.
- ✓ Responsible for referring to and reporting to senior administration as determined by GM.

Qatar Building Company, Doha, Qatar

(Apr 2008 – May 31 2010)

Chief Accountant

Key Deliverables

- ✓ Review the team work (Journal entries, Bank vouchers, Cash vouchers, Cost analysis...etc)
- ✓ Handling all kinds of banking transactions (Letter of credits, Performance bonds, Advance Payment Guarantees & Tender bonds)
- ✓ Ensuring the compliance of the organization in relation to financial and legal practices, as well as issues of corporate governance; Working Capital Management & Liaison with Banks and FIs
- ✓ Documentation and Security creation with Financial Institutions, Banks for the facilities availed from them for the Projects and working capital
- ✓ Ensure integrity of principal fiscal systems of the organization pursuant to State requirements and generally accepted accounting and reporting principles; Build effective, streamlined financial and accounting systems
- ✓ Responsible for all financial and fiscal management aspects of company operations
- ✓ Provide leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company
- ✓ Developing financial modeling and scenario planning and providing updates to functional and program management planning assumptions

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Al Tayeb Trading (Affiliate), Doha Qatar

(Jul'08 - Jan'09)

Senior Accountant

Key Deliverables

- ✓ Make recommendations on the systems and procedures being reviewed, report on the findings and recommendations and monitor management's response and implementation
- ✓ Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management
- ✓ Preparing various process flowcharts, compliance checklist, procedure manuals and audit reports
- ✓ Accounts Finalization, Fund Management, Statutory compliances
- ✓ Assist in development and implementation of new and existing financial systems
- ✓ Review of year-end adjustment entries in the books of accounts for the finalization of balance sheet and profit and loss account; Monitor team for statutory and internal audit
- ✓ Appraise the effectiveness of company policies and procedures to ensure financial data is accurately stated to ensure the integrity of financial data reported on facility cost reports, and the effectiveness of processes

Mustafawi Automobiles (Affiliate), Doha, Qatar

(May'08 - Nov'08)

Chief Accountant

Key Deliverables

- ✓ Evaluate proposed expenditures to determine their consequence to cash position, flow, and overhead
- ✓ Provide input and make recommendations with regard to general corporate financial forecasts as well as operating and capital budgets
- ✓ Planning and executing the full scope of audits and prepare, review and analyze financial statements
- ✓ Direct big-picture accounting/finance issues (budgeting, overhead allocation, financial analysis)
- ✓ Setting priorities, proposing new ways of creating efficiencies, & guiding investment in people and systems
- ✓ Monitor team for statutory and internal audit; Developing complex financial valuation models
- ✓ Evaluate & make recommendations on administrative policies governing the organization's financial systems
- ✓ Stay abreast of company policies & procedures by reviewing established policy manuals and policy revisions
- ✓ Preparation of monthly, quarterly and annual accounts and MIS data as per the management requirements

Qatar Building Company, Doha, Qatar

(Jan'02 - Mar'08)

Senior Accountant

Key Deliverables

- ✓ Controlling of preparing JV and BV and issuing Cheques; Working on Delta Accounting Package
- ✓ Reviewing of the Subcontractor's Work; Controlling of payroll system (Labours & Staff)
- ✓ Manage the processing and entry of all the raw data required for management and financial
- ✓ Actual, budget, forecast and the production of robust periodic management reports
- ✓ Provide a comprehensive financial and accounting advice service to principal cost centre managers
- ✓ Manage the preparation of cash forecasts and provide accurate input into forecasting
- ✓ Provide day-to-day finance support of management of expenditure-revenue projections
- ✓ Ensure the production of comprehensive and timely period end results
- ✓ Review the periodic management accounts for accuracy and sensibility
- ✓ Analyze performance against financial targets, and monitor performance and delivery against non-financial targets

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Swoaid Trading (Trade: Sale of Lathe Machines), Damascus, Syria (2001 - 2002)
Stock Controller

Kayat Al Hamowi Electricity (Electricity supplies) Damascus, Syria (2000 - 2001)
Cashier & Salesman

PERSONAL INFORMATION

Date of Birth: 26/03/1979
Nationality: Syrian
Marital Status: Married
Languages Known: Arabic and English

REFERENCES

Name: Anita Chamoun
Tel: +961-3803-063
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Company: Maintenance Management Group
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SKYPE: anita.chamoun

Name: Iskandar Suhail Moussa
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