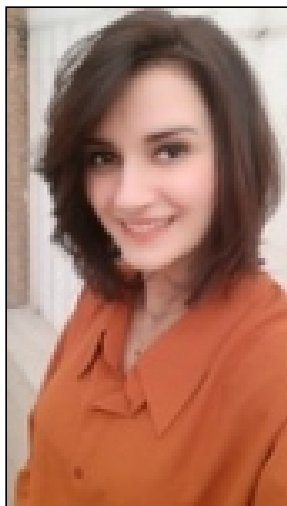


ID 089059



## Rafif Ghanem

<b>Gender</b>	Female
<b>Nationality</b>	Syrian
<b>Date of Birth</b>	1992-01-06
<b>Current address:</b>	
<b>Country</b>	Syria
<b>City</b>	Damascus
<b>Address</b>	Mazzeh
<b>Fixed Phone</b>	+011-661-6044
<b>Mobile Number</b>	+963-934-577529
<b>E-mail Address</b>	rafifgh992@gmail.com
<b>Marital Status</b>	Single
<b>Driving License</b>	None

## Targeted Job

<b>Objectives</b>	My objective is having an opportunity where I can make the most of my potential and build a valuable skill set in order to upgrade my skills over time.
<b>Targeted Job Type</b>	Full time - Project Based - Training - Voluntary
<b>Targeted Job Category</b>	Finances/Accountancy - Sales/Distribution - Banking/Insurance - Social Services
<b>Desired Work Location</b>	Damascus
<b>Availability to join a job</b>	Within 2 weeks
<b>Desired Net Salary</b>	Confidential

## Experiences

<b>Company Name</b>	Nour Foundation for Relief and Development
<b>Start Date</b>	2021-10-04
<b>End Date</b>	Still Working
<b>Job Title</b>	Finance Manager
<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>	<p>Nour Foundation for Relief and Development is non-profit organizations that operates at the local, national level and focus on a range of issues, including human rights, environmental protection, education, healthcare, and disaster relief. We provide direct services to communities in need, we work to raise awareness and educate the public about important issues.</p>
<b>Responsibilities</b>	<p>Plan the foundation's budget, which is based on grants and donations received Working with program managers to determine expenditures, monitor spending throughout the year, and make adjustments as needed.</p> <p>Manage funds received, including creating and submitting financial reports to donors, ensuring compliance with donor requirements, and monitoring spending.</p> <p>Advising and assisting on all aspects of reporting, compiling data, answering inquiries regarding covenants recorded, funds received, adjustments made to ensure financial compliance, accuracy and completeness of statements, and adjustment of budgets.</p> <p>Develop a budgetary control plan that outlines the procedures for monitoring and controlling project expenditures by reviewing and approving expenditures, tracking budget variances, and addressing any budget overruns.</p> <p>Directing the foundation's cash flow due to fluctuations in donations and grants which includes setting cash flow projections, managing bank accounts, and ensuring that the foundation has sufficient cash on hand to meet its obligations.</p> <p>Managing a dedicated committee to perform monthly cash inventories, to verify the accuracy of cash account balances recorded with the actual on hand.</p> <p>Prepare periodic financial reports, present cash flow</p>

projections to the Board of Directors, and respond to donor inquiries about cash management.

Ensure that the organization adheres to all financial regulations, laws, and accounting standards for non-profit organizations.

Prepare financial statements, gather financial data from various sources, analyze and present data clearly and accurately to identify trends, risks, and opportunities for improvement.

Establish comprehensive accounting policies, procedures and controls, accompanied by identifying accountable personnel, and setting schedules for documents submission, all aimed at ensuring the accuracy, comprehensiveness and accuracy of financial information.

Implement the chart of accounts in the NGO's accounting system, ensuring that all transactions associated with the projects are recorded in the appropriate accounts.

Oversee accounting operations, general ledger and financial reporting to ensure compliance with accounting principles, practices, standards and regulatory requirements. In addition to closing year-end accounts and preparing year-end reports on accounts payable and prepayment.

Imposing electronic controls to ensure the security and integrity of financial records stored in electronic form and restricting access to accounting documents to authorized employees only.

Ensure that the procurement process is efficient, effective and aligned with the foundation's financial goals and objectives, through budget management, oversight of vendor relationships, payment processing, risk management and analysis of procurement performance.

Managing the assets of the foundation, including maintaining accurate records, tracking depreciation, and ensuring that assets are properly accounted for in accordance with accounting standards.

Conducting regular audits of the foundation's assets to ensure that they are properly maintained, accounted for, and protected.

Coordinating relations with external auditors and supervising the preparation and provision of information for audit operations.

Maintain liaisons with officials of local banks to obtain day-to-day information on exchange, changes in procedures and regulations, and bank reconciliations.

Participating in the recruitment process by defining the roles and responsibilities of finance personnel, identifying qualifications and experience needed for each position, conducting interviews, and evaluating candidates based on their credentials, experience, and alignment with NFRD's culture and values.

Overseeing and reviewing the work of finance team, providing advice, training and practical guidance to give them the resources they need to succeed in their roles to contribute to the achievement of targets according to agreed standards and deadlines.

<b>Company Name</b>	SVU students
<b>Start Date</b>	2020-08-01
<b>End Date</b>	Still Working
<b>Job Title</b>	Instructor of accounting principles
<b>Field of Work</b>	Education/Training
<b>Job Type</b>	Temporary
<b>Work Place</b>	Syria / Damascus
<b>Net Salary</b>	Confidential
<b>Company Description</b>	.
<b>Responsibilities</b>	Teaching the fundamental principles and concepts of accounting to students, grading assignments and exams, providing additional support to students, and staying up-to-date with changes in accounting principles.

<b>Company Name</b>	Nour Foundation for Relief and Development
<b>Start Date</b>	2019-11-24
<b>End Date</b>	2021-10-03
<b>Job Title</b>	Projects Accountant for Gender and Youth with UNFPA, Medical Projects with WHO and OCHA .
<b>Field of Work</b>	Finances/Accountancy
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Damascus
<b>Net Salary</b>	Confidential

**Company Description**

NFRD

**Responsibilities**

Collaborating with GBV and Youth projects managers to develop realistic and accurate project budgets, that are aligned with the UNFPA strategic goals and objectives, and meet the needs of the intended beneficiaries

Develop project proposals that align with WHO's strategic goals and objectives, and prepare financial reports and statements, including budget reports, financial forecasts, and expense reports, to help ensure that the foundation is operating within its budget and resources.

Carry out correspondence with UNICEF organization to verify data, obtain additional information on accounts and financial transactions, as required in order to prepare a variety of documents such as Direct Cash Transfer, Itemized Cost Estimate, Reimbursement Authorization for ADAP and CP projects.

Follow the financial planning to prepare new budgets in coordination with the Finance Managers and ensure that the financial balance matches the annual financial targets to be updated with any circumstances or discrepancies.

Accurately review all financial transactions related to GBV, Youth, Adolescent Development and Participation, Child Protection, and medical projects and ensure that the chart of accounts for each project remains current and accurately reflects relevant financial activities.

Verifying that all invoices, receipts, and other financial documents are properly filed and accounted for, and summarizing all ledger account balances to create a trial balance that lists total debits and credits for each account.

Reconciling bank statements and other accounts to ensure that all transactions have been recorded correctly and that there are no discrepancies.

Archiving the financial records for the accounting period in accordance with the record keeping policy where as physical documents are stored in a secure location and the use of electronic storage systems to store digital records.

Calculating and deducting employee contributions and taxes from their salaries, and submitting regular tax and social insurance declarations and payments to the appropriate authorities.

Ensuring compliance with all relevant grant requirements and regulations, including funding restrictions, reporting deadlines, and other financial obligations.

Facilitate the implementation of HACT and audit activities

undertaken by external service providers by scheduling and arranging related administrative needs to ensure that service providers have appropriate and comprehensive information to complete tasks effectively and efficiently.

Assist in reviewing assessments to identify weaknesses related to the implementation of the audit process and keep the supervisor and partners informed of the findings for timely action or intervention.

Registering the acquisition of fixed assets in the accounting system, reviewing and updating the detailed table of fixed assets and accumulated depreciation, as well as preparing audit tables related to fixed assets and assisting auditors in their inquiries.

Ensure the accuracy, validity, and completeness of the documents for each purchase process and the matching of suppliers' invoices with warehouse receipts and purchase orders.

Reviewing payroll for all project workers, including calculating the gross salary, defining deductions, and calculating the net salary.

## Benefits

Contributing to personal and professional growth, working in gender and youth projects was a rewarding experience that provided opportunities for my personal and professional growth.

<b>Company Name</b>	Ommaya Hotel
<b>Start Date</b>	2018-12-02
<b>End Date</b>	2019-09-01
<b>Job Title</b>	Internal Auditor
<b>Field of Work</b>	Quality Control
<b>Job Type</b>	Part Time
<b>Work Place</b>	Syria
<b>Net Salary</b>	Confidential
<b>Company Description</b>	Ommaya Hotel offers guests a range of services and amenities designed to provide comfort and convenience.

**Responsibilities** Perform audits of financial and operational processes to identify risks, weaknesses, and opportunities for improvement covering a wide range of areas, including financial reporting, compliance with laws and regulations, operational processes, and risk management.

Develop audit plans and programs to ensure that audits are conducted in an organized and systematic manner by defining audit scope, setting audit objectives, and developing audit procedures to assess the effectiveness of internal controls and processes.

Recommending improvements to internal controls such as changes to policies and procedures, improvements to systems and processes, and changes to company structure to reduce risk and improve efficiency and effectiveness.

Documenting audit findings and preparing audit reports for presentation to management and collaborating with other departments to ensure that audit findings are properly addressed and that recommendations are implemented.

Providing advice and guidance to management and staff on internal control and risk management issues, as well as monitoring the progress of corrective actions.

Manage customer service to ensure guest satisfaction and handle complaints in a timely and efficient manner, monitor guest feedback, and ensure that training is provided to staff in effective customer service techniques.

Ensuring compliance with regulations related to financial reporting, taxation, labor laws, and health and safety through monitoring changes in regulations, communicating regulatory requirements to staff, and ensuring that policies and procedures are updated to reflect changes in regulations.

Manage inventory to ensure it is properly accounted for and losses are minimized by conducting regular inventory counts, implementing stock control procedures, and monitoring inventory levels to ensure they are adequate.

Monitoring financial transactions, reviewing financial statements and reports, verifying invoices and receipts, and reconciling accounts. to ensure that they are accurately recorded and processed in a timely manner.

### **Benefits**

Improved control, increased compliance, risk management, enhanced financial reporting, process improvement, and objective assessment.

<b>Company Name</b>	Porto Tartous
<b>Start Date</b>	2014-12-01
<b>End Date</b>	2018-11-03
<b>Job Title</b>	Senior Accountant

<b>Field of Work</b>	Finances/Accountancy
<b>Job Type</b>	Full time
<b>Work Place</b>	Syria / Tartous
<b>Net Salary</b>	Confidential
<b>Company Description</b>	<p>Porto Hotel &amp; Spa is a luxurious resort located in the city of Tartous, offering a range of services and amenities to ensure a comfortable and enjoyable stay for guests. The resort includes a range of room and suite options, swimming pools, a spa and many restaurants that serve a variety of cuisines.</p>
<b>Responsibilities</b>	<p>Ensure room revenue, food and beverage revenue, parking fees, spa services, conference room rentals, and other revenue are accurately recorded, reconciled, and reported on a timely basis.</p> <p>Preparing daily, monthly and annual revenue reports that are accurate and timely and comply with accounting standards and regulations in order to present a clear picture of the hotel's revenue performance and assist management in making informed decisions.</p> <p>Maintaining accurate financial records for revenue accounts, billing information, and payment records and ensure that all transactions are properly recorded and submitted for auditing and reporting purposes.</p> <p>Work closely with sales and marketing teams to analyze data on customer behavior and market trends to identify revenue growth opportunities, and provide financial guidance to develop pricing and promotion strategies that increase revenue and profits.</p> <p>Collaborate with front office staff on revenue management strategies such as adjusting room rates based on occupancy levels and market demand, as well as ensuring room rates are correctly set and revenue is accurately recorded for each room sale using OPRAH software.</p> <p>Collaborate with the Food &amp; Beverage department to ensure revenue from food and beverage sales is accurately recorded and tracked.</p> <p>Stay current with the latest accounting standards and regulations related to revenue recognition, taxation, and financial reporting, attend conferences and training courses, and consult with the Finance Director to ensure you are aware of any changes or updates.</p> <p>Participate in the development of budget plans, monitor budget performance, and identify and address budget issues or risks to ensure budget objectives align with the strategic objectives of PORTO Tartous.</p>



Review recorded and accurately classified financial transactions related to the restaurant's revenue and expenses, including sales, costs of goods sold, general expenses, and other operating expenses.

Prepare an income statement that summarizes the restaurants' revenue, expenses, and net income or loss annually.

Forecasting demand for various items and services, ensuring that inventory levels are appropriate to meet customer demand, and sufficient supplies are available to meet that demand and minimize waste and spoilage.

Managing invoices related to the purchase of goods and services, verifying the accuracy of all invoices, coding and entering them into the accounting system, collecting and controlling accounts receivable, and following up on late payments.

Maintaining vendor records, reconciling the vendor statement and ensuring that vendor accounts are up to date and accurate, all transactions are properly recorded and payments are made in a timely manner.

Cooperate with the Human Resources department to ensure that payroll information is accurate and up-to-date, process payroll accurately and on time for all employees, calculate regular wages and overtime wages, deduct taxes, benefits, and other deductions, and ensure all payroll information is accurately entered into the accounting system.

Ensure that all taxes are accurately calculated and withheld, that all tax payments are made on time, stay up to date on changes to tax laws and regulations, prepare and file tax forms accurately and on time, and respond to any tax-related inquiries or audits

## References

Reference Name	Company	Job Title	Contact Info
Mr. Ismail Majar	NGOs Nour Foundation for Relief and Development	Programs Manager	ismail.m@nour-foundation.org +00-963-948822000

Mr. Ayham Hamada	NGOs Nour Foundation for Relief and Development	CEO	ayham.h@nour- foundation.org +963-000-94886600
Mr. Mohammed Jalbout	NGOs Nour Foundation for Relief and Development	Head of Board	mohammad.j@nour- foundation.org +00-963-943484848

## Education

<b>Degree Name</b>	Syrian Certified Public Accountant
<b>Graduation Year</b>	2020
<b>Educational Institution</b>	Ministry of Finance
<b>Degree</b>	Diploma
<b>Location</b>	Damascus
<b>Major</b>	Auditing

<b>Degree Name</b>	Economics Degree
<b>Graduation Year</b>	2014
<b>Educational Institution</b>	Tishreen University
<b>Degree</b>	Bachelor/ License Degree
<b>Rate</b>	75%
<b>Location</b>	Tartous
<b>Major</b>	Accountant

## Skills

Skill Name	Level	Years of Experience	Last used	Description
Al Amean Pro	Advanced	5	Still using	Accounting Program facilitate input all accounting transactions and output reports

Oprah Pro	Advanced	5	2019	Hotel and accounting Program
Micros Pro	Advanced	4	2019	Accounting pro
ATLAS	Advanced	5	Still using	

## Languages

**Mother Tongue** Arabic

### Foreign Languages

Language	Reading	Speaking	Writing
English	Excellent	Excellent	Excellent
French	Good	Good	Good

## Attended Courses

**Course Name** Certified Puplic Accountant  
**End Date** 2019  
**Institute** SAFAB  
**Certified** Yes  
**Location** Damascus  
**Course Field** Accounting

**Course Name** Certified Managment Accounting  
**End Date** 2019  
**Institute** SAFAB  
**Certified** No  
**Location** Damascus  
**Course Field** Accounting

**Course Name** Financial Statement Analysis

**End Date** 2018  
**Institute** BTC  
**Certified** Yes  
**Location** Damascus  
**Course Field** Financial Analysis

**Course Name** Budget Development  
**End Date** 2020  
**Institute** UN OCHA  
**Certified** No  
**Location** Damascus  
**Course Field** Finance

**Course Name** English Career Development  
**End Date** 2021  
**Institute** Coursera  
**Certified** No  
**Location** United States  
**Course Field** Career development

**Course Name** Intensive English Language Diploma Program  
**End Date** 2021  
**Institute** English Castle  
**Certified** No  
**Location** Turkey  
**Course Field** TOEFL  
**Description** Prepare for TOEFL exam

**Course Name** Business Analytics  
**End Date** 2021

**Institute** WIT Paper Airplanes  
**Certified** Yes  
**Location** United States  
**Course Field** ◦ Business, administration and law  
**Description** Business Analytics is a field that combines data analysis, statistical modeling, and software tools to help businesses make data-driven decisions, provides with a solid foundation in data analysis, statistical modeling, and business decision-making.

**Course Name** Finance policies and procedures  
**End Date** 2021  
**Institute** UNFPA The United Nations Fund for Population Activities  
**Certified** No  
**Location** Damascus

**Course Field**  
The Training Course take into account: -Work plans and estimated budgets -Financial reports and achievement reports -Accounting and financial management. -Recruitment of human resources and management of employee contracts -Mechanism for calculating sal

**Course Name** Financial Statement For NGOs  
**End Date** 2020  
**Institute** UNFPA The United Nations Fund for Population Activities  
**Certified** No  
**Location** Damascus  
**Course Field** Finance

**Course Name** Proposal Development - Budget Development  
**End Date** 2020  
**Institute** UNOCHA-SHE Training  
**Certified** No  
**Location** Damascus  
**Course Field** Budgeting

## Mini Interview

### **What is your biggest dream? Describe your ideal career?**

I am extremely passionate about finance analysis and have always been fascinated by the insights that can be gained from analyzing financial data. I have a good background in mathematics and statistics and have developed expertise in financial analysis through relevant coursework and internships. My biggest dream is to help organizations make data-driven decisions. I am particularly interested in analyzing financial data to identify trends and opportunities for growth. I believe that finance analysis plays a critical role in helping organizations achieve their strategic objectives, and I am committed to making a positive impact in this field.

### **Which is the department you would like to work in (please write down only one department)? Explain why you consider that you are right for the job and why you chose that department?**

Working in a finance department can provide opportunities for career growth and advancement. Finance professionals can develop specialized skills and expertise in areas such as accounting, financial analysis, risk management, and financial planning and analysis. These skills can be valuable for career advancement within the finance department and beyond.

### **In your opinion, what is the job that suits you the most?**

Finance Manager is the job that suits me the most, as I have a solid background in finance and accounting, strong analytical skills, and excellent attention to detail. I am also able to work independently and as part of a team, have excellent communication and interpersonal skills, and be able to manage multiple tasks and priorities effectively. Additionally, I am familiar with financial software and systems and have a strong understanding of financial regulations and standards.

### **Where do you see yourself five years from now?**

In five years, I see myself as an established and successful member of the team, having made significant contributions to the company's goals and objectives. I am committed to growing with the company and taking on additional responsibilities as they arise. Specifically, I hope to have taken on a leadership role within my department and have made a significant impact on the company's bottom line. To achieve these goals, I plan to continue improving my skills and knowledge through ongoing education and training, as well as taking on new and challenging projects that push me to grow and develop.

### **Describe your ideal company.**

My ideal company is one that strives to create value for all stakeholders, while also contributing to the greater good of society. Guided by strong ethical values, committed to employee welfare, customer satisfaction, financial sustainability, innovation, and environmental responsibility.

### **What was your biggest professional achievement?**

improve the accuracy and transparency of the organization's financial reports. This can be

achieved by implementing better financial reporting processes, improving data collection and analysis, and ensuring that reports are compliant with relevant accounting standards.

**What are your personal traits? Describe the most important**

Speed and efficiency, consistency and accuracy, Adaptability, language proficiency, and Availability