

# OMAR AL KORJ

## Education

### MBA

SYRIAN UNIVERSITY - 2018

(MASTER OF FINANCE AND BUSINESS ADMINISTRATION)

### BA / PROJECT ACCOUNTANT AND MANAGEMENT

UNIVERSITY OF ALEPPO - 2015

BACHELOR OF ACCOUNTING AND MANAGEMENT FOR PROJECTS

## Courses

### STRATEGY PLANNG

PMI | 2020

PROJECT MANAGEMENT INSTITUTE

### SPECIALIZATION IN EXCEL FOR BUSINESS

MACQUARIE UNIVERSITY AUSTRALIA | 2019

4 COURSES

### PROJECT MANAGEMENT

ORANGE ORGANIZATION | 2018

### TEAMS LEADERSHIP

NEW HORIZON | 2015

FROM 13/9 TO 17/10/2015

### INTRODUCTION TO PROJECT MANAGEMENT

UNCIEF | 2018

21 HOURS

### TRAINING OF TRAINER

THE MARIST INSTITUTE FOR TRAINER | 2015

FROM 9/10 TO 18/10/2015

### HUMAN RESOURCES MANAGEMENT

ORANGE ORGANIZATION | 2018

1 MONTH COURSE

### LEADERSHIP IN COMMUNITY DEVELOPMENT

MOBADEROON FOUNDATION | 2014

FROM 22/10 TO 25/10/2014

## Personal information

### NAME

OMAR AL KORJ

### GENDER

MALE

### NATIONALITY

SYRIAN

### RESIDENCE

HOLDING A VALID RESIDENCE CARD

## Contact

🏠 Aleppo

☎ +963-966027797

✉ OMAR.KORJ@GMAIL.COM

## Technical Skills

### COMPUTER SKILLS

MS OFFICE



OUTLOOK



DATA ANALYSIS



MS PROJECT



PHOTOSHOP



IT SKILLS



### LANGUAGES

ARABIC



ENGLISH



## Experience

### **AL HARIRI CONSTRUCTION AND CONTRACTING , ERBIL | 07/2021 - PRESENT**

#### FINANCE MANAGER

- MONITOR THE DAY-TO-DAY FINANCIAL OPERATIONS WITHIN THE COMPANY (PAYROLL, INVOICING, AND OTHER TRANSACTIONS)
- PREPARE MONTHLY AND QUARTERLY MANAGEMENT REPORTING
- PARTICIPATE IN STRATEGIC DATA ANALYSIS, RESEARCH, AND MODELING FOR SENIOR COMPANY LEADERSHIP
- SUPPORT PROJECT ANALYSIS, VALIDATION OF PLANS, AND AD-HOC REQUESTS
- MANAGE THE COMPANY'S FINANCIAL ACCOUNTING, MONITORING, AND REPORTING SYSTEMS
- ENSURE COMPLIANCE WITH ACCOUNTING POLICIES AND REGULATORY REQUIREMENTS

### **RSCC HOLDING COMPANY, ERBIL - IRAQ | 10/2018 - 07/2021**

#### FINANCE MANAGER

- MONITOR THE DAY-TO-DAY FINANCIAL OPERATIONS WITHIN THE COMPANY, SUCH AS PAYROLL, INVOICING, AND OTHER TRANSACTIONS
- RECOMMENDS FINANCIAL ACTIONS BY ANALYZING ACCOUNTING OPTIONS.
- RESEARCH AND ANALYSES FINANCIAL REPORTS AND MARKET TRENDS
- REVIEW FINANCIAL DATA AND PREPARE MONTHLY AND ANNUAL REPORTS
- PRESENT FINANCIAL REPORTS TO BOARD MEMBERS, STAKEHOLDERS, EXECUTIVES, AND CLIENTS IN FORMAL MEETINGS
- PREPARE BUDGET, FORECAST AND FINANCE STATEMENTS

### **AL IHSAN FOR DEVELOPMENT ORGANIZATION , ALEPPO - SYRIA | 7/2017 - 10/2018**

#### PROGRAM MANAGER

- DEVELOP PLANS AND PROCESS FURTHER THE COMPANY'S OVERALL GOALS
- PROVIDE CAPACITY BUILDING FOR STAFF, AFTER NEED ASSESSMENT TO SPECIFY THE REQUIRED TRAININGS.
- COOPERATION AND COMMUNICATE EFFECTIVELY WITH ALL INTERNAL DEPARTMENTS AND MANAGERMENTS (FINANCE, HR, LOGISTIC AND CEO) IN ORDER TO WORK TOGETHER AND ACHIEVE THE DESIRED GOALS
- MEET BUDGETARY OBJECTIVES AND MAKE ADJUSTMENTS TO PROJECT CONSTRAINTS BASED ON FINANCIAL ANALYSIS
- SUPPORT HR AND INVOLVED IN SELECTION AND RECRUITMENT PROC SUPPORT HR AND INVOLVED IN SELECTION AND RECRUITMENT PROCESS
- FOLLOW UP BUDGET AND FINANCIAL INDICATORS AND PREPARING FINANCIAL REPORTS.
- TRACK PROJECT PERFORMANCE, TO ANALYZE THE SUCCESSFUL COMPLETION OF SHORT AND LONG-TERM GOALS
- DEVELOP REPORTING MECHANISM IN ORDER TO PRODUCE REPORTS TO STAKEHOLDERS

### **EUROPEAN COMMISSION AND BRITISH COUNCIL , BEIRUT- LEBANON | 2/2017 - 5/2018**

#### FINANCE & MASTER TRAINER

- RECEIVE FUND AND MANAGE THE EXPENSES OF THE PROJECT AND INITIATIVES.
- SUPERVISE THE PROCUREMENT PROCESS AND LEGALITY OF INVOICES.
- RECOMMENDS FINANCIAL ACTIONS BY ANALYZING ACCOUNTING OPTIONS.
- SUBSTANTIATES FINANCIAL TRANSACTIONS BY AUDITING DOCUMENTS.
- PREPARES PAYMENTS BY VERIFYING DOCUMENTATION, AND REQUESTING DISBURSEMENTS.
- PREPARE TECHNICAL AND FINANCIAL REPORTS.
- PREPARE AND PROVIDE TRAINING CURRICULUM FOR SESSIONS

### **VENTURE INTERNATIONAL & ALTA'ALOUF ASSOCIATION , ALEPPO - SYRIA | 6/2016 - 3/2017**

#### FINANCE AND ENTREPRENEURSHIP TRAINER

- PREPARE THE TRAINING CURRICULUM
- DESIGN SESSIONS
- PROVIDE TRAINING AND INFORMATION FOR THE TRAINEES
- CONDUCTING PRE AND POST EVALUATION EXERCISES

#### LIFE SKILLS AND ENTREPRENEURSHIP TRAINER

- SUPPORT BENEFICIARIES TO START UP SMALL PROJECTS

## EIEA ASSOCIATION, ALEPPO - SYRIA | 4/2015 - 6/2016

HUMAN RESOURCES OFFICER

- DEVELOP HUMAN RESOURCES POLICY AND MECHANISMS OF WORKS
- PREPARE AND DEVELOP JOB DESCRIPTIONS
- POLARIZATION AND CONDUCT INTERVIEWS AND RECRUITMENT
- PLANNING AND CONDUCT CAPACITY BUILDING PROGRAM
- BUILD PERFORMANCE EVALUATION MODELS AND MANAGEMENT THE EVALUATION PROCESSES

## SYRIAN TELECOM COM, ALEPPO - SYRIA | 1/2013 - 4/2015

CALL CENTER SUPERVISOR

- SUPERVISING THE CENTER'S STAFF PERFORMANCE
- FOLLOW-UP COMPLAINTS RECEIVED FROM THE CUSTOMERS
- COORDINATION WITH THE DIRECTOR TO ORGANIZE STAFF'S WORK

## SYRIAN TELECOM COM, ALEPPO - SYRIA | 11/2006 - 1/2013

CUSTOMER SERVICES & SALES FOCAL POINT

DESCRIPTION OF THE JOB, POSITION AND RESPONSIBILITIES.

## Competence & Personal Skills

- FINANCIAL MANAGEMENT
- PLANNING AND TARGET ORIENTING
- DATA ANALYSIS
- REPORTING SKILLS
- PROJECTS MANAGEMENT
- PROBLEM-SOLVING SKILLS
- TEAM LEADERSHIP
- NEGOTIATION SKILLS
- WORK UNDER PRESSURE
- WORK IN A MULTI-CULTURAL
- HIGH ORGANIZATION
- TIME MANAGEMENT
- EXCELLENT COMMUNICATION AND PRESENTATION SKILLS

## Volunteer work

### MEMBER

FINANCIAL AND ACCOUNTING PROFESSIONS SYNDICATE | 2018

### MASTER TRAINER & NATIONAL PROGRAM COORDINATOR

MOBADEROON FOUNDATION | 9/2016 - 31/10/2018

### CO-FOUNDER

SUBOL DEVELOPMENT TEAM | 1/2018 - UNDEFINED

DEVELOPMENT TEAM ACTIVE WITHIN CITY OF ALEPPO

### VOLUNTEER

EIEA ASSOCIATION | 2015

PROJECT SUPPORT MEMBER, PSS FACILITATOR

### TRAINER

MAAN NARTAKI ASSOCIATION | 2016

## Interests

- E-LEARNING PLATFORMS
- BASKET BALL
- BILLIARDS
- BODY BUILDING
- READING

CERTIFICATES AND REFERENCES ARE AVAILABLE UPON REQUEST