

زاهر المجركش

دمشق , البرامكة



المعلومات الشخصية

العمر: سنة 39

الجنسية: سوري

الجنس: ذكر

الخدمة العسكرية: منتهية

الهاتف: 0966614443

البريد الإلكتروني: zahermjrkes@hotmai.com

المعلومات المهنية

مدن العمل: دمشق ريف دمشق

المستوى التعليمي: شهادة جامعية

الخبرات: أكثر من 10 سنوات

حالة العمل حاليا: اعمل حاليا



سوشل ميديا

المهارات

الأدوات ومهارات التي يمتلكها

حل المشكلات واتخاذ القرار خبير

دورات مختلفة وفي شتى المجالات
خبير

تحمل ضغط العمل خبير

الطباعة على لوحة المفاتيح
باللغتين خبير

استخدام الأجهزة المكتبية خبير

MS Office خبير

مهارات الاتصال والعلاقات العامة
خبير

قيادة فريق العمل خبير

التعليم

شهادة جامعية

إجازة في الاقتصاد من جامعة دمشق - التعليم المفتوح

التاريخ 05 - 2011

دبلوم

من جامعة دمشق - المعهد المتوسط التجاري

التاريخ 05 - 2005

خبرات العمل

Financial Manager في Sama AL sham Group - Cham Engineering And contracting

من 07 - 2018 إلى الآن

Sama AL sham Group - Cham Engineering And contracting Financial Administration Chief Accounting (Acting Chief Financial Officer) Responsibilities : • the planning, implementation, managing and running of all the finance activities of a company, including business planning, budgeting, forecasting and negotiations. obtaining and maintaining investor relations and partnership compliance. Duties : 1- As Acting Chief Financial Officer Planning • Assist in formulating the company's future direction and supporting tactical initiatives • Monitor and direct the implementation of strategic business plans • Develop financial and tax strategies • Manage the capital request and budgeting processes • Develop performance measures and monitoring systems that support the company's strategic direction Operations • Participate in key decisions as a member of the executive management team • Maintain in-depth relations with all members of the management team • Manage

اللغات:

عربي



انكليزي



the accounting, human resources, investor relations, legal, tax, and treasury departments • Oversee the financial operations of subsidiary companies and foreign operations • Manage any third parties to which accounting or finance functions have been outsourced • Oversee the company's transaction processing systems • Implement operational best practices • Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package • Supervise acquisition due diligence and negotiate acquisitions

Financial Information • Oversee the issuance of financial information • Personally review and approve all Form 8-K, 10-K, and 10-Q filings with the Securities and Exchange Commission (if the company is publicly held) • Report financial results to the board of directors

Risk Management • Understand and mitigate key elements of the company's risk profile • Monitor all open legal issues involving the company, and legal issues affecting the industry • Construct and monitor reliable control systems • Maintain appropriate insurance coverage • Ensure that the company complies with all legal and regulatory requirements • Ensure that record keeping meets the requirements of auditors and government agencies • Report risk issues to the audit committee of the board of directors • Maintain relations with external auditors and investigate their findings and recommendations

Funding • Monitor cash balances and cash forecasts • Arrange for debt financing and equity financing • Invest funds • Invest pension funds

Third Parties • Participate in conference calls with the investment community • Maintain banking relationships • Represent the company with investment bankers and investors

2- As Chief Accountant • Implementation of financial and accounting procedures approved by senior management. • Control the documents issued and received to the Accounting Department, and ensure that they are correct and that they contain the necessary signatures. • Maintain the books and accounting documents necessary for the application of the approved accounting system, and make sure to register them legally and save them after completion of the legal period

- Supervising the preparation and approval of accounting entry bonds before being recorded in the accounting books • Prepare monthly adjustments. • Supervising the registration of the accounting entry bonds in the books and depositing them. • Participate in the periodic and annual inventory of materials and fixed assets and match them with their own accounts • Supervise the preparation of bank reconciliation statements on a monthly basis and show differences (if any) and inform the financial manager for review and prepare the necessary settlement restrictions. • Oversee the preparation of the audit budgets and periodic financial reports, study and analysis, and then submitted to the Director of Finance for approval and presentation to senior management. • Supervising the recording of accounting operations in accounts payable accounts and issuing payment orders at the specified times. • Supervising the preparation of the salaries and wages of the staff and ensure the correct preparation of these tables • Preparation of settlement restrictions at the end of the financial period based on the instructions of the CFO. • Preparation of detailed balance sheets and general accounts at the end of each month and checking the correctness of the balances in each of them. • Preparation of financial reports at the end of each time period. • Notify the Director of Finance of any violation of the financial policy or financial procedures applied by

the various departments and sections of the company or any deviation shown in the periodic financial statements. • Provide all the information and clarifications required by the work of other sections in the company and the work of external auditors and work to facilitate their task • Preparation of the final statements at the end of the financial year.

محاسبة / ادارة مالية

Senior Accountant في Ramak Group - Al Mashreq Investment Fund -
Central Financial Administration

من 05 - 2017 إلى 07 - 2018

Responsibilities : • Provides financial information to management by researching and analyzing accounting data; preparing reports. Duties : • Prepares asset, liability, and capital account entries by compiling and analyzing account information. • Documents financial transactions by entering account information. • Recommends financial actions by analyzing accounting options. • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. • Substantiates financial transactions by auditing documents. • Maintains accounting controls by preparing and recommending policies and procedures. • Guides accounting clerical staff by coordinating activities and answering questions. • Reconciles financial discrepancies by collecting and analyzing account information. • Secures financial information by completing data base backups. • Maintains financial security by following internal controls. • Prepares payments by verifying documentation, and requesting disbursements. • Prepares special financial reports by collecting, analyzing, and summarizing account information and trends. • Maintains customer confidence and protects operations by keeping financial information confidential. • Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. • Accomplishes the result by performing the duty. • Contributes to team effort by accomplishing related results as needed.

محاسبة / ادارة مالية

Head of Marine & Motors Underwriter DEPT في Syrian Islamic
Insurance Company - Damascus, Syria

من 11 - 2008 إلى 02 - 2017

Underwriting Client Portfolio : • Conduct analysis to determine risk on new business, renewals and endorsements • Evaluate and make recommendations for or against coverage based on the risk rating • Prepare quotes for commercial business • Negotiate coverage and rates with clients • Refer business exceeding Authority Level to appropriate level • Assist in developing team-oriented approach to meeting department goals and objectives including written premium and profitability objectives • Assist with internal audit process by auditing individual files for compliance with company procedures. Customer Service : • Develop and maintain positive constructive relationships with distribution partners • Participate in client visits to assist in identifying and developing underwriting opportunities • Obtain information from

our distribution partners regarding overall quality of service •
Contribute to the development and implementation of improved service
Team Supervision : • Provide advice and guidance regarding
underwriting authority (including approvals) to less experienced
underwriting staff • Provide training and mentoring to less experienced
underwriting staff • Support and promote the positive team approach
Administration : • Undertake projects as required • Maintain files,
records and other information as required • Prepare reports,
information and presentations as required • Undertake any other
related duties as required.

بنوك / تأمين

Cashier في Town Center

من 01 - 2005 إلى 01 - 2006

I was responsible for follow up the cash flow of the following sections: •
Restaurants. • Libraries. • Toys store. • Shoes and clothes. • Electronics
and appliances equipment's. • Furniture.

محاسبة / ادارة مالية

Forsa.sy مولد بواسطة