

CURRICULUM VITAE

PERSONAL INFORMATION:

Name : Moutaz Hannouf
Date of Birth : 7 of June 1988
Place of Birth : Homs
Nationality : Syrian
Marital Status : Married



Contact Information:

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EDUCATIONAL BACKGROUND:

- Master in Business Administration from The Syrian Virtual University.
- Diploma in Educational Qualification Procedure .
- B.A in Finance and Banking from Al Baath University, Hama city.
- Baccalaureate in commercial and trading.
- ICDL : certificate 21/11/2011 Sy : 11065176
- National English language proficiency test for PH Degree .

Currently iam preparing for professional PH Degree 's program in Business Administration In the Scandinavian College for International Business Administration.

WORK EXPERIENCE:

- Member of the Syndicate of Financial and Accounting professions in Syria.
- Member of management council in the Residential Cooperative Association in Homs (As an observer).
- Founding copartner and contributor in Monsieur Wael for clothes and shoes 's trading.
- A former Founding copartner and contributor in "Hamsat Hob" (A Whisper of Love) stores for perfumes and makeup 's trading.
- I have Worked as a Director of accounts and Financial affairs in Emmar company in its car factory in the industrial city of Homs/Hasyaa/.

- I have worked as an central accountant and supervisor for "MAA ALTAHAB" shops for perfume in Homs.
- I have worked in establishing the accounts of al-Masmom Company in Homs.
- I worked in a legal accounting office under the supervision of Bassam Al-Tabban .
- Experience working on accounting software programs (ERP. ALAEEN), especially Al Bayan program for accounting and warehouses.
- Experience in preparing and pursuit undertakings, workshops and price quotations with the required quality for establishing sells halls, starting with preparing and keeping up with the construction's workers, carpentry, electricity, control and energy devices, ending with preparing workshops of accounting and barcode work, entering accounts and commercial materials on accounting programs from asset cards to supplier and debtor cards and with cards Materials.(as Executive manager of project)

I am currently working on establishing a private office for financial consulting and management of customers accountants and studying the Economic feasibility of the project and analyzing the financial data of companies .

- I always make sure to attend administrative workshops to keep up with all new developments and I have certificates of attendance to some of them.

LANGUAGES:

- Arabic as native language
- Good in English. More courses in English and business English

TARGET JOB:

- Looking for a challenging rapidly growing and dynamic position through which I can enhance and improve my skills with cooperation of highly qualified and skilled professional people. I want to increase my experience in any field.
- I can mix between administrative and logistical work, as administrative tasks must be followed up by ensuring their safety and usefulness by following up on their tangible results on the ground, and I can also help in the work environment as long as the work needs to do any work regarding the job position, but with the aim of participation In achieving the general goal of the work and that what I have told in previous jobs
- I believe in leadership theory at work and not the manager theory.

PERSONAL ASPECTS AND CHARACTERISTICS:

- Hard working and I can do my work partly or fully , managed to fulfill the work with one team spirit.
- I am interested in a kind of work that makes me happy, comfortable when achieving the final target.