

PERSONAL INFORMATION

Karam Charabi



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Sex Male | Date of birth 01/05/1988 | Nationality Syrian

PREFERRED JOB Chief Accountant

OBJECTIVE

I Seek challenging opportunities at the financial department where I can fully use my obtained skills during my years of experience for the success of the organization.

WORK EXPERIENCE

15 Oct 2021–10 Jun 2024

Chief Accountant
Madar co., Luanda (Angola)

- Monitoring the performance of accounts and the effectiveness of internal processes...
controlling and monitoring the implementation and compliance with policies...
Supervising and following up on efforts to establish annual budgets...
follow up on monitoring the actual performance of sectors, departments and divisions...
Providing assistance in financial planning and developing all short-term sales and non-sales forecasts...
Preserving financial files and documents and ensuring proper archiving...
Supervising the management of the financial and accounting activities of subsidiaries...
Managing and developing processes related to payables and receivables...

- Complete verification of the implementation of systems and policies governing the validity of payroll statement Monthly payments before disbursing them to employees according to agree upon procedures
- Supervising the recording of all financial movements associated with warehouses, monitoring the movement of goods and items, inventories, differences and warehouse settlements.
- Monitoring and controlling the operating expenses of activities and ensuring their consistency with budgets.
- Supervising the preparation of the annual financial statements of subsidiaries separately and collectively, and managing meetings and workshops related to auditing and reviewing the financial statements with the internal and external auditor and according to the directives of the Financial Director.
- Supervising the management of treasury tasks and cash flow in company and taking the necessary measures to improve the liquidity situation in company to achieve optimal use of liquidity and cover planned and emergency financial obligations.
- Absolute guarantee in maintaining strong financial control in subsidiaries and providing the required support to the investment manager in all financial and accounting affairs and financial risks.
- Supervising the management of treasury-related activities with regard to cash management, bank
- facilities and risk management in prior coordination with the CFO/Director of Finance.
- Supervising the management of the company's assets effectively and efficiently and achieving the highest return on its operation, profitability and growth.
- Preparing monthly and quarterly financial reports (periodically) with income and cash flow statements and balance sheets, in addition to financial indicators, and preparing deviations, if any, between the actual and planned in the budget and submitting them to the Investment Manager and to the Financial Director

1 Oct 2020–30 Sep 2021

Financial Manager (by Delegation additional to Chief Accountant Duties)

ISNAD STEEL, Damascus Countryside Adra Industrial City (Syria)

- Monitor the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions
- Oversee financial department employees, including financial assistants and accountants
- Track the company's financial status and performance to identify areas for potential improvement
- Seek out methods for minimizing financial risk to the company
- Review financial data and prepare quarterly and annual reports
- Present financial reports to board members, and executives in formal meetings
- Establish and maintain financial policies and procedures for the company

Chief Accountant

ISNAD STEEL, Damascus Countryside Adra Industrial City (Syria)

- Maintained up to date general ledger/nominal ledger of the company and ensured that trial balance is produced within the set.
- Produced accurate management accounts on a monthly basis and annual budgets.
- Ensured that end of fiscal year income tax is produced and lodged to tax authorities on a timely basis.
- Performed preparation and interpretation of financial statement for the company and ensured that they are timely presented to the Board of Directors.
- Coordinated all accounting activities to ensure the smooth running of the business activities for the entire organization.
- Ensured that the organization has enough funds to support exploration activities and administration work through monthly cash call request
- Made appropriate communications to the management, the board and the supervisors respectively regarding all issues of the Accounting.

21 Jul 2013–30 Apr 2018

Senior Accountant

Winner for Detergents, Damascus Countryside Adra Industrial City (Syria)

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process

19 Jun 2009–20 Jul 2013

Customer service representative

Al Houda, Damascus Countryside Adra (Syria)

- Maintaining a positive, empathetic and professional attitude toward customers at all times.
- Responding promptly to customer inquiries.
- Communicating with customers through various channels.
- Acknowledging and resolving customer complaints.
- Processing orders, forms, applications, and requests.
- Keeping records of customer interactions, transactions, comments and complaints.
- Communicating and coordinating with colleagues as necessary.
- Providing feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

EDUCATION

11 Mar 2015

Bachelor of Commerce, Banking and Insurance

Damascus University, Damascus (Syria)

Certificate No. 37355

Good

22 Aug 2007 **Associate Degree, Accounting** Very Good
 Damascus University, Damascus (Syria)

Certificate No. 1579

TRAINING

10 Jul 2020 **Advanced Excel Certificate**
<https://www.edraak.org/>
 Certificate No. b5e92aa8d98b471089a286811cbaef18

Aug 2019 **Data Analysis**
<https://www.udacity.com>
 Certificate No. EGAK6LAD

23 Jun 2018–26 Oct 2018 **Excel Pro Certificate** 95%
www.rwaq.org

11 Apr 2017 **Quality Management System Auditor**
 ISO-Cert, Damascus (Syria)
 Certificate No. QM/IN/1703002

25 Aug 2009–25 Nov 2009 **Professional Accounting Software Diploma** Very Good
 Al-Handasi, Damascus (Syria)
 Certificate No. 1172

- Al-Ameen Accounting System
- Al-Khazen Soft
- Al-Rasheed for Computers & Industry
- Edari Soft
- SahlI Soft

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	B2
Portuguese	B2	B2	B2	B2	A2

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
 Common European Framework of Reference for Languages

Communication skills ▪ Good communication skills gained through my experience as Customer service representative.

Job-related skills ▪ Good knowledge in accounting programs
 ▪ Time management
 ▪ Organizational skills

- Problem-solving and analytical skills.

Computer skills

- Good command of Microsoft Office™ tools (Excel and Word especially)
- Al-Ameen Accounting Software.
- Internet.

Other skills

- Fast typewriting.
- Fast learner
- Good at handling job pressure

ADDITIONAL INFORMATION

References

Provided upon request

ANNEXES

- Bachelor of Commerce
- Associate Degree
- Udacity Data Analyst Graduation Certificate
- Excel-Pro Certificate
- ISO 9001:2015 Internal Auditor Certificate
- PASD Diploma