

QUALIFICATIONS

- Accounting, Budgeting, and managerial experience evident through working at the Syrian Arab Red Crescent, and Astrum Company
- Working proficiency in Visual Dolphin, Al-Ameen accounting software, Al-Mizan accounting software, and Microsoft Office.
- Business management, accounting, and Data analysis skills established, enhanced, and manifested via economic and statistical technique studies, specifically through *Principles of Accounting, data analysis, project management, Principles of Financial Economics, Financial Management, Microeconomics, Macroeconomics, Statistics, and Applied Statistics.*

MANAGEMENT, COORDINATION, FINANCE, BUDGETING, AND ACCOUNTING**ACHIEVEMENTS****Syrian Arab Red Crescent – Headquarters****Damascus, Syria**

The Syrian Arab Red Crescent is an independent humanitarian organization of public utility, it has a headquarters in Damascus and fourteen branches in the fourteen governorates of Syria, and 75 sub-branches.

Grants Management & Partnership Support Unit Manager

2023 – Present

- Determine the needs for funding and support the organization in drafting proposals and grant application narratives in collaboration with program staff, finance, and the management, in addition to tracking grants platforms.
- Coordinating and engaging with partners and programs regarding grants management & compliance, in addition to negotiating memorandums of understanding, and all types of agreements with the concerned partners.
- Support the programs for effective implementation, and monitor the grant budgets against program plans.

Budgeting & Reporting Unit Manager Assistant

2021 – 2023

- Review monitor and analyze the reasonableness of budgetary requests, recommended appropriate balance, and use of limited sources
- Review analysis of data and trend analysis as well as comparison of current data with budgeted and forecasted numbers and work to achieve a better implementation closely with program coordinators.
- Support the budgeting and reporting officers in preparation of the reports and follow up on the management, partners & audit requirements in addition to validating the project budgets before signing new agreements.

Budgeting & Reporting Officer

2019 - 2021

- Worked as a budgeting & reporting officer for several projects between SARC and partners (International Committee of the Red Cross, most of the RCRC movement partners, and UN agencies)
- Develop the budgets and assist the budget holders in the budgeting process, and follow up on the budgets and expenses reports within the budget holders in SARC and produce budgeting comparative reports periodically

Accountant

2017-2019

- Working as an accountant for the projects in corporate with the International Federation of Red Cross and Red Crescent Societies & European Civil Protection and Humanitarian Aid Operations i.e., Sub branches support, Emergency-health points support, Psychological and social support centers in coordination with concerned departments in the organization.
- Ensures that accurate and complete accounting, reporting, and internal control systems are functioning and that all relevant records are maintained.

Astrum, Samsung Distributer**Damascus, Syria***Stock & Asset Accountant*

2015-2017

- Astrum is the leading distributor for Samsung in Damascus, Homs, Latakia, Tartous, and Aleppo.
- Worked as an accountant managed all the transactions in Latakia including but not limited to inventory accounting, salaries, and invoices, and sale orders.
- Managed and created the company's reports using Excel (salaries, warehouse listings, company's inputs and outputs, etc.)
- Performed in-depth research to ensure cost-effective transactions when buying or maintaining the company's assets.

MANAGEMENT, ECONOMICS & FINANCE EDUCATION, HONORS AND ACTIVITIES**Syrian Virtual University****Damascus, Syria***Master of Business Administration*

Attained Fall 2019

- Scored a very good grade on the final proposed project "applying the programs and performance budgeting method in the non-governmental organizations" and the final master GPA was 2.5

Damascus University**Damascus, Syria***Bachelor of Arts in Finance and Economics*

Attained Spring 2013

- Amongst highest national scoring students to be eligible to study finance and economics and earned cumulative GPA of 71.85

ZOA**Amsterdam, Netherlands***Master Class - Humanitarian Work Basics (Online Course)*

2023

Syrian Arab Red Crescent**Damascus, Syria***Sphere Standards*

2022

Humentum**Washington, DC, USA***Budgeting Essential (Online Course)*

2019

Budget Monitoring Essential (Online Course)

2019