

Curriculum Vitae

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Shaza Otah Bashi

Personal Information

- Nationality : Syrian
- Marital status : Single
- Place of Birth : Damascus
- Date of Birth : 1/1/1982

Professional Experience

- 1- worked at United Reem & Rasheed for industry company from 20/1/2002 till 31/09/2013.
- 2- worked at a Certified auditor's Company (Jawad & Maksoor) part-time for two years (Tax Field).
- 3- worked at Construction Contractors Association ,as the head of the accounting from 01/10/2013 till 30/10/2014.
- 4- worked at: Audit Assistant Manager at Certified auditor's office from 1/1/2015 till 31/12/2016.

Financial Assistant Manager:

- Syria Trust For Development.
 - Deyari Real Estate Company.
 - Syrian Virtual University.
 - Dummer Medical Center.
 - Syrian handi-Crafts
 - Mowred Humanitarian Organization.
 - Tarek Bin Zyad
 - Jana Industrial Company.
 - Al Khiami.
- 5- worked at: DMC (Dummar Medical Center) – at Medica, a private joint stock company Financial manager from 1/1/2017 till 31/12/2021
 - 6-

Teaching Experience:

- Accounting Basics.
- Accounting Programs (Al Ameen, Al Rasheed).
- Math for Intermediate & high school Students.

Accounting Experience:

- Submitting monthly financial Statements for the head quarter.
- Preparing final financial Statements according to the international accounting standards.
- Preparing Tax Statements & observing Tax Salaries .
- Preparing and Enhancing the financial System for the clients.
- flowing the internal control.
- Training client's staff to enhance their abilities in accounting.
- Providing various Accounting Services (warehouse, sales, cost, and financial accounting)
- Preparing and developing estimated budget in coordination with other departments.
- Following the variances between actual & estimated (expenses & income) to charge the responsible parties.
- Preparing and analyzing industrial products costs.
- Preparing and analyzing sales lists and comparing them to the industrial costs.
- Strategic planning using the balanced scorecard

Languages

- Arabic: Mother tongue.
- English: good (Writing, Speaking, Reading).

Education:

- Institute for secretarial Intermediate (Associate degree in Business Administration) rate of 76% on 2/10/2001
- Bachelor of Accounting - Faculty of Economics rate 71.73% on 17/5/2011
- Diploma course in advanced financial analysis rate 87% on 31/8/2019
- Advanced Diploma in Leadership rate 78% on 15/9/2019
- Executive Master in Business Administration - Financial management rate 80.38% on 27/1/2020
- Diploma in Advanced Economic Feasibility rate 81% on 16/2/2020
- Strategic Planning
- GMAT 18/10/2020

Professional Education:

- 2014 - Syrian Certified Public Accountant (SCPA).
- 2016 – Arab Certified Public Accountant (ACPA).
- CMA course (Certified Management Accountant) Part 2 on 2011
- CMA course Part 1 on **2015** preparation for CMA exams.
- Preparing and analyzing Financial statement.
- IFRS
- Budgeting and planning.
- Internal Audit .

Skills

- Microsoft packages including: Word, Excel, PowerPoint. Access .
- Very good knowledge of accounting standards so as to understand and analyse financial statements.
- Strong Mathematical .
- Strong Research skills .
- Strong oral and written communication and Presentation skills.
- Strong time management skill.
- Ability to work under pressure and meet deadlines
- Various Accounting programs (Alameen, Alrasheed,)
- Association of Syrian Certified Accountants Member (A.S.C.A).
- Arab Federation of Accountants and auditors Member (A.F.A.A).