



Wael AlFaqeer

Date of birth: 13/07/1990 | **Nationality:** Syrian | **Gender:** Male | **Phone number:**

(+963) 944392019 (Mobile) | **Email address:** wael.alfaqeer@gmail.com | **Website:**

<https://www.linkedin.com/in/waelalfaqeer/> | **Skype:** wael.alfaqeer |

Address: Damascus, Syria (Home)

WORK EXPERIENCE

01/01/2023 – CURRENT Damascus, Syria

FINANCE MANAGER IGNA FOR AGRICULTURE

As a Finance Manager, my responsibilities are mainly regard the following:

- Supervising Financial Dept. and inventories through Al-Ameen Software.
- Following up with the daily, weekly and monthly cashflow of the the establishment.
- Providing financial reports and interpreting financial information to GM while recommending further courses of action.
- Analyzing costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Corresponding with various other departments, discussing company plans and agreeing on future paths to be taken.
- Managing compliance with tax laws and all tax & levies aspects.
- Overseeing and gathering sourcing and verification of pricing information and unit costs.
- Offering pricing strategies making cost proposals more competitive and cost efficient.

22/05/2019 – 20/12/2022 Damascus, Syria

FINANCE MANAGER FAKT ME

My duties in this job are mainly about:

- Managing payables and receivables accounts, projects budgeting, controlling cash flow for projects individually and for the whole entity.
- Overseeing financial department employees (including assistants and officers).
- Contracting outside services for tax preparation and banking.
- Determining and drafting financial policies and procedures.
- Controlling cash operations and investment, structuring financial transactions.
- Analyzing and preparing financial reports, and auditing.

15/10/2016 – 08/05/2019 Jeddah, Saudi Arabia

ACCOUNTANT ARAH EST.

My main responsibilities include, but are not limited to:

- Verifying and recording the expenditures of the main office and the showrooms.
- Preparing income statements, and other financial reports.
- Substantiating financial transactions by auditing documents.
- Auditing invoices of the suppliers.
- Auditing the daily ledger reports from the showrooms with each of the balance from the HQ account and the bank statement, in addition to reconciling financial discrepancies, if any, by collecting and analyzing account information.
- Securing financial information by completing data base backups and properly archiving financial records.
- Preparing payments by verifying documentation, and requesting disbursements.
- Preparing employees' salaries by reviewing attendance log reports, calculating salaries, handing them to the employees, and correctly recording these salaries.

09/10/2015 – 16/05/2016 Jeddah, Saudi Arabia

SECONDARY EDUCATION TEACHING PROFESSIONAL FREELANCER

Worked as a private tutor, providing at-home sessions for secondary-education students. Mathematics, physics and chemistry were the main subjects covered in those sessions.

20/03/2013 – 14/12/2014 Damascus, Syria

FINANCE IN-CHARGE FAKT L.L.C.

My duties in this job is mainly about budgeting, determining financial policies and procedures, controlling cash operations and investment, analyzing and preparing financial reports, and auditing.

05/09/2011 – 24/02/2013 Damascus, Syria

ACCOUNTANT AL SHATTA GROUP

I was in charge of all the accounting issues such as budgeting, preparing accounting reports, controlling payroll, and supervising all accounting transactions.

01/11/2010 – 05/09/2011 Damascus, Syria

COMMERCIAL ASSISTANT AL SHATTA GROUP

I used to be responsible about the cash flow, observing completion rates, coordinating with the sub-contractors, and supervising the treasurer of Al Doha Mall project.

2010 – CURRENT

FREELANCER TRANSLATOR

A part-time freelancer translator since 2010; translating from Arabic to English and vice versa. I translate mainly political, scientific, economic articles, thesis and chapters.

● **EDUCATION AND TRAINING**

15/11/2011 – 28/03/2020 Damascus, Syria

MBAP Syrian Virtual University

Subject Covered:

- Marketing.
- Human Resources Management.
- Principles Of Management.
- Managerial Economics.
- Financial Management.
- Operations Management.
- Organizational Behavior.
- Strategy.
- Project Management.
- International Marketing and Trading.
- Management Information Systems.
- Business Research Methods.
- Data Analysis by Computer.
- Business Law.

Field of study Management and administration | **Final grade** 78.18 of 100 |

Thesis The Impact of Material and Moral Incentives on the Innovative Behavior

15/09/2007 – 01/11/2011 Damascus, Syria

BACHELOR IN ECONOMY Damascus University

As a part of my education, I have acquired knowledge and skills in the following fields:

- Accounting, inventory, and budgeting.
- Intermediate and Advanced accounting.
- Cost & Management accounting.
- Companies' accounting.

- Banking accounting
- Income taxation.
- Governmental and not-for-profit accounting.
- GAAP.
- Accounting theory.
- Financial reporting and auditing.
- Analysis of financial statements.

Field of study Accounting and taxation | **Final grade** 72.65 of 100

01/10/2007 – 10/09/2011 Damascus, Syria

BACHELOR IN TRANSLATION Open Learning System - Damascus University

Field of study Literature and linguistics | **Final grade** 68.55 of 100

02/2023 Damascus, Syria

PRACTICAL ACCOUNTING BY ODOO EBTECH

Final grade 96.67 of 100

05/2014 Beirut, Lebanon

GMAT The Graduate Management Admission Council (GMAC)

Final grade 560 of 800

03/2014 Beirut, Lebanon

TOEFL IBT ELC

Final grade 91 of 120

07/2011 – 09/2011 Damascus, Syria

MICROSOFT EXCEL EXPERT SBS Training Provider

09/2010 – 12/2010 Damascus, Syria

INTERMEDIATE ACCOUNTING Lambers Training Center

09/2009 – 10/2009 Damascus, Syria

AL-AMEEN ACCOUNTING PROGRAM TRAINING ACPS Training Center

02/2008 – 04/2008 Damascus, Syria

ICDL 4.0 New Horizon Training Center

Address Damascus - Syria, Damascus, Syria

● LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
GERMAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **ADDITIONAL INFORMATION**

ORGANISATIONAL SKILLS

Organisational skills

- Analytical and systematic thinking skills gained through my experience as an Engineer.
- The ability to work under pressure gained through my experience as project manager.
- Attention to Details - Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- Time management skills
- Creative, able to think outside the box and solve problems in non-traditional ways.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

- Excellent communication skills .
- Able to get along well with co-workers and accept supervision.
- Flexible, willing to try new things and interested in improving efficiency on assigned tasks.
- Confident in all of my interactions with others.