

Manar Al-Dawamneh

Passionate

Nationality: Syrian

City: Damascus

Phone number: 0944919913 /0942338134

Date of Birth: 05/16/1991

Country: Syrian Arab Republic

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Sex: Female

Objectives

I'm Seeking a position in a reputable company or NGO where I can apply my seven years of accounting experience as finance manager, senior accountant, Finance officer or internal control.

I make every effort to keep my knowledge of finance and the accounting industry fully up to date. Leader with ability to thrive in competitive environments and remain calm in high-pressure situations. Educated and friendly professional known for delivering tailored client service while responsibly driving the business development process.

Education

2009 - 2013

Damascus University

- Bachelor degree in accounting from the Faculty of Trading and Economics, accounting Department (class 2013), Damascus University.

Damascus

2013 - 2013

Sky Education (Certificate Of Attendance Management Accounting CMA P1)

Damascus

5/2014 - 7/2014

Damascus University

- Certificate Of Attendance Project Management Professional "PMP", and its Computational Application Using PRIMAVERA P6.

Damascus

1/5/2015 - 1/8/2015

Europe International University

Training Diploma, The Professional Program of Islamic Finance

Belgium

2018

The Ministry of Finance (Syrian Certificate of Certified Public Accountant SCPA)

I received an honors degree in the discussion of my research titled : (Presenting the financial statements of non-governmental organizations based on the financial and accounting system of the associations Issued by the Ministry of Social Affairs and Labor Resolution No. 748 of 1969 and international standards-(Applied Study))

Damascus

2018

Università Bocconi

Certificate International Leadership and Organizational Behavior

Italy

2020 - 2020

Al Tanmya Academy

Certificate Of Attendance Internal Auditor CIA p1-p2

Damascus

2021 - 2021

UNDP's Civic Empowerment Programme (Certificate of completion Managerial Accounting For NGO)

2023 - 2023

Certified Nonprofit Accounting Professional (CNAP)

Work Experience

7/2023– now

The United Nations Children's Fund (UNICEF) (Finance and Administration assistant)

6/2022– 7/2023

The International Federation of Red Cross and Red Crescent Societies (IFRC) (Finance and Administration Officer)

- Cash Management:
 - o Administer the office petty cash under the supervision and guidance of the Finance and Administration Delegate;
 - o Monitor the level of cash and support program managers in preparing and sending their monthly cash forecasts to the Regional Office to ensure enough cash flow;
 - o Establish bank and cash reconciliations as required;
 - o Ensure all necessary payments are centralized and issued on time as per conditions negotiated with suppliers or operational requirements.
- Internal Control:
 - o Ensure all expenditure strictly abide by IFRC procedures and any deviation be approved by the relevant authority as required (head of Country Office, Regional Director or Secretary-General);
 - o Make a first control of the supporting documents provided by the National Society as part of their working advance acquittals.
 - o Ensure procurement processes provide enough segregation of duties and that potential issues are addressed with the Finance and Administration Delegate.
- Accounting and reporting:
 - o Ensure that all transactions are validated following the expenditure authorization policy and others.
 - o Ensure regular reporting on the level of cash, expenditure level, monitoring of working advances and follow up on their reporting, clearance, and replenishment when required.
 - o Support program managers in reporting on funds.
 - o Daily Data input into Coda in an accurate, efficient & timely manner.
 - o Prepare the monthly field returns files to be submitted to the Finance Analyst in accordance with the deadlines, ensuring the availability of all supporting documents, and inform line manager of any missing documents.
 - o Follow up & ensure clearance of working advances
 - o Inform Finance manager of any pending working advances which require his action to solve the issue.
 - o Process working advance payments as required, in the respect of IFRC policies and procedures.
 - o Assist in the timely production of documentation for audits.

Administration

- Provide efficient and timely administrative support to IFRC delegates.
- Responsible for all travel arrangements of the delegation staff (national and delegates).
- Ensure proper welcome arrangements for staff delegate visitors/consultants including pick up/drop from/at the airport in coordination with the fleet scheduling meetings and sharing of their ToR with relevant colleagues.

- Coordinate visa issues and another arrangement for traveling and visitors with International Department in SARC
- Maintenance of office inventory including IFRC items in delegate accommodation(s)
- Establish and maintain delegation standard filling system and back-up system.
- Ensure proper filing of all admin documents including registration of internal & external correspondence and other records.
- Assist delegation with writing memo's, invitation letters, emails as well as translation of the documents related to financing and administration when needed
- Responsible for the arrangement of meetings/workshops and any gatherings scheduled by IFRC or instructed by management when needed
- Coordinating the logistic movement between Syria and Lebanon with IFRC's Regional Office in Beirut.
- Reporting the weekly working modality/office presence and dependents list to IFRC's Regional Office in Beirut.
- Reporting the weekly Expat Presence of IFRC / PNS to ICRC Syria

5/2019 – 5/2022

Al NADA Non Profit Organization with UNHCR (Finance Manager)

- Assure the monthly closing of the accountancy with Finance Manager Assistant and Accounting Team.
- Prepare allocation of support cost expenditure for allocation to each grant and budget line.
- revise and Set up project budget for Gika Mika- CRI-PSS-CBOs-CP-GBV-Grants.
- Prepare finance report to UNHCR Program and Project control units .
- Provide finance verification of purchase and payment request up to his/her authorization limit
- Ensure full compliance with UNHCR financial regulations and rules and implementation of effective UNHCR Project control framework.
- implement Internal controls to monitor and ensure that financial resources are utilized to implement activities in accordance with confirmed Budget from UNHCR Fund.
- Assist in providing information needed to respond to External audit and UNHCR Project Control verification observations/findings.
- Produce the Project financial reports for UNHCR Project Control.
- Provide administrative assistance and support in routine services and activities within Project.
- Provide support to ensure UNHCR agreement Is established in a timely manner, regularly monitored and reported on in compliance with established UNHCR guidelines and procedures .
- Assist in ensuring compliance with issuance of external audit certificates for Alnada.
- Prepare and follow up the completion of all required contracting documents with UNHCR and Coordinators.
- Provide support to the UNHCR Programme and NGO focal points in preparing the budget breakdown of the office .
- Assist the "SUPPLY Unit " as a member in financial evaluation committee in enhancing cooperation and coordination between both Finance and Operation Units to ensure the units adheres to and complies with corporate policies and procedures and meets expected results.

3/2018 – 3/2020

**Association Of Syrian Certified Accountants (Alwisam Audit Office)
Trainee For Certified Public Accountant Certificate(External and Tax Audit)**

- Reconcile general ledgers, prepare financial transaction reports such as income and loss statements, balance sheets, and account reconciliations and prepare tax filings.
- Assist in our year-end audit with financial reporting and analysis.

4/2018 – 2/2019

Syria Trust For Development(Senior accountant)

- Making accounting entries.
- Assure the monthly closing of the accountancy.
- Follow up of all payments received at mission level.
- Monitor and record all expenses in line with the approved budget in order to ensure that correct
- Managing and updating the allocation tool (Master budget).
- Add/remove or change cost allocation sheet for cost sharing on a monthly basis.
- Prepare allocation of support cost expenditure for allocation to each grant and budget line.

- revise and Set up project budget for Shilter –Gika Mika- NFI.
- Prepare finance report to Organizations .
- Provide finance verification of purchase and payment request up to his/her authorization limit

11/2016 – 3/2018

Syrian Medical Services (Finance Assistant)

- follow up bonds issue and return with banks.
- Making accounting entries..
- Invoices issue and follow payment with Company Team.
- Inventory theoretical check with warehouse keeper.
- Goods request from warehouse and enter goods from orders.
- Archiving of receipts and all financial documents

11/2014 – 11-2016

Al-Habbal company(General Accounting Manager)

- Making accounting entries..
- cash-flow management.
- Assure the monthly closing of the accountancy.
- Follow up of all payments received at mission level.
- Assure the respect of local law and any tax obligation by the mission.
- Follow up of tax audits recommendations .

Feb 2014 - July 2014

Real Estate Bank

Trainee at Real Estate Bank (accounting department)

5/2015 - Now

Kids Got Talent Damascus

Owner and trainer

Kids Got Talent Damascus is an after-school enrichment program designed to engage children in entrepreneurial thinking and foster

We are a passionate Hosted Initiative from the Syrian Enterprise and Business Center Incubator (SEBC) concerned with every aspect related to kids and teens in Syria and soon in every Arabic country.

ESyria Website wrote about my achievements : <http://www.esyria.sy/edamascus/index.php?p=stories&category=ideas&filename=201701141205121Damascus>

10/2014 - 5/2015

Khbrat Souria

Damascus

Trainer

2012 - 2013

Wikilogia

I have made a research "Open Source Economy" then i presented many lectures in SCS & IT Plaza

I Have presented @rachelbotsman TED Talk about collaborative consumption and Opensource Economy:

https://www.youtube.com/watch?v=VaUn-6Vaq_Y

<https://www.youtube.com/watch?v=2wNsdeK4ysA>

Damascus

lecturer

3/2016 - 2018

Skills

Computer :Proficient in MS word ,MS excel spreadsheet and power point-AlAmeen and other financial Program.

PRIMAVERA P6

Language Skills:Native speaker of Arabic with excellent oral and written skills, and strong written and oral English and French

Certificate Of Skills Endoresment of TOEFL Preparation from **Ousos traning Center in 2021**

Quality Management Systems ISO 9001:2015 Attending for Training program for Quality Management Systems ISO 9001:2015 at Syrian Accreditation Services Center 2018

Team building & Conference Organizing: Attending for Training program for 20 Hrs Between August 26-27.2016 in Team building & Conference Organizing in JCI Damascus