



زاهر المجركش

البرامكة , دمشق

PERSONAL INFORMATION

Age: 41 years

Nationality: Syrian

Gender: Male

Military Service: Finished

Mobile: 0966614443

Email: zahermjrkeh@hotmail.com

CAREER INFORMATION

Work Cities: Other Rif Damascus Damascus

Educational Level: Bachelor Degree

Experiences: More Than 10 years

Current Job Status: Working

Social



Education

Training Course

شركة طلال ابو غزالة وشركاه سوريا IACMA at

Date 12 - 2034

Training Course

اليونيسكو ICDL at

Date 12 - 2034

Training Course

انساييت IFRS Diploma at

Date 12 - 2034

Training Course

شركة التطوير المهني at PDI محاسبة متوسطة باللغة الانكليزية

Date 12 - 2034

Training Course

مهارات القيادة الحديثة at Damascus University

Date 12 - 2034

Bachelor Degree

إجازة في الاقتصاد at Damascus University

Date 05 - 2011

Deploma

at Damascus University

Date 05 - 2005

Skills

Tools and Fields of Expertise:

Expert حل المشكلات واتخاذ القرار

Expert تحمل ضغط العمل

Expert MS Office

Expert مهارات الاتصال والعلاقات العامة

Expert قوانين المالية

Expert قيادة فريق العمل

Languages:

Arabic



English



Work Experience

Financial Manager at Sama AL sham Group - Cham Engineering And contracting

From 07 - 2018 to Until now

Sama AL sham Group - Cham Engineering And contracting Financial Administration Chief Accounting (Acting Chief Financial Officer)

Responsibilities : • the planning, implementation, managing and running of all the finance activities of a company, including business planning, budgeting, forecasting and negotiations. obtaining and maintaining investor relations and partnership compliance. Duties : 1- As Acting Chief Financial Officer Planning • Assist in formulating the company's future direction and supporting tactical initiatives • Monitor and direct the implementation of strategic business plans • Develop financial and tax strategies • Manage the capital request and budgeting processes • Develop performance measures and monitoring systems that support the company's strategic direction Operations • Participate in key decisions as a member of the executive management team • Maintain in-depth relations with all members of the management team • Manage the accounting, human resources, investor relations, legal, tax, and treasury departments • Oversee the financial operations of subsidiary companies and foreign operations • Manage any third parties to which accounting or finance functions have been outsourced • Oversee the company's transaction processing systems • Implement operational best practices • Oversee employee benefit plans, with particular emphasis on maximizing a cost-effective benefits package • Supervise acquisition due diligence and negotiate acquisitions Financial Information • Oversee the issuance of financial information • Personally review and approve all Form 8-K, 10-K, and 10-Q filings with the Securities and Exchange Commission (if the company is publicly held) • Report financial results to the board of directors Risk Management • Understand and mitigate key elements of the company's risk profile • Monitor all open legal issues involving the company, and legal issues affecting the industry • Construct and monitor reliable control systems • Maintain appropriate insurance coverage • Ensure that the company complies with all legal and regulatory requirements • Ensure that record keeping meets the requirements of auditors and government agencies • Report risk issues to the audit committee of the board of directors • Maintain relations with external auditors and investigate their findings and recommendations Funding • Monitor cash balances and cash forecasts • Arrange for debt financing and equity financing • Invest funds • Invest pension funds Third Parties • Participate in conference calls with the investment community • Maintain banking relationships • Represent the company with investment bankers and investors 2- As Chief Accountant • Implementation of financial and accounting procedures approved by senior management. • Control the documents issued and received to the Accounting Department, and ensure that they are correct and that they contain the necessary signatures. • Maintain the books and accounting documents necessary for the application of the approved accounting system, and make sure to

register them legally and save them after completion of the legal period

- Supervising the preparation and approval of accounting entry bonds before being recorded in the accounting books
- Prepare monthly adjustments.
- Supervising the registration of the accounting entry bonds in the books and deporting them.
- Participate in the periodic and annual inventory of materials and fixed assets and match them with their own accounts
- Supervise the preparation of bank reconciliation statements on a monthly basis and show differences (if any) and inform the financial manager for review and prepare the necessary settlement restrictions.
- Oversee the preparation of the audit budgets and periodic financial reports, study and analysis, and then submitted to the Director of Finance for approval and presentation to senior management.
- Supervising the recording of accounting operations in accounts payable accounts and issuing payment orders at the specified times.
- Supervising the preparation of the salaries and wages of the staff and ensure the correct preparation of these tables
- Preparation of settlement restrictions at the end of the financial period based on the instructions of the CFO.
- Preparation of detailed balance sheets and general accounts at the end of each month and checking the correctness of the balances in each of them.
- Preparation of financial reports at the end of each time period.
- Notify the Director of Finance of any violation of the financial policy or financial procedures applied by the various departments and sections of the company or any deviation shown in the periodic financial statements.
- Provide all the information and clarifications required by the work of other sections in the company and the work of external auditors and work to facilitate their task
- Preparation of the final statements at the end of the financial year.

Accounting / Finance

Senior Accountant at Ramak Group - Al Mashreq Investment Fund - Central Financial Administration

From 05 - 2017 to 07 - 2018

Responsibilities :

- Provides financial information to management by researching and analyzing accounting data; preparing reports.

Duties :

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by

attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies. • Accomplishes the result by performing the duty. • Contributes to team effort by accomplishing related results as needed.

Accounting / Finance

Head of Marine & Motors Underwriter DEPT at Syrian Islamic Insurance Company - Damascus, Syria

From 11 - 2008 to 02 - 2017

Underwriting Client Portfolio : • Conduct analysis to determine risk on new business, renewals and endorsements • Evaluate and make recommendations for or against coverage based on the risk rating • Prepare quotes for commercial business • Negotiate coverage and rates with clients • Refer business exceeding Authority Level to appropriate level • Assist in developing team-oriented approach to meeting department goals and objectives including written premium and profitability objectives • Assist with internal audit process by auditing individual files for compliance with company procedures. Customer Service : • Develop and maintain positive constructive relationships with distribution partners • Participate in client visits to assist in identifying and developing underwriting opportunities • Obtain information from our distribution partners regarding overall quality of service • Contribute to the development and implementation of improved service Team Supervision : • Provide advice and guidance regarding underwriting authority (including approvals) to less experienced underwriting staff • Provide training and mentoring to less experienced underwriting staff • Support and promote the positive team approach Administration : • Undertake projects as required • Maintain files, records and other information as required • Prepare reports, information and presentations as required • Undertake any other related duties as required.

Banking / Insurance

Cashier at Town Center

From 01 - 2005 to 01 - 2006

I was responsible for follow up the cash flow of the following sections: • Restaurants. • Libraries. • Toys store. • Shoes and clothes. • Electronics and appliances equipment's. • Furniture.

Accounting / Finance