

Nawar Mallouhi

Personal Information

Permanent Address: K.S.A.-Khobar **Date of Birth:** 11-05-1981
Permanent E-mail: nawmal@hotmail.com **Marital Status:** Married
Nationality: Syrian **Gender:** Male
Mobile No.: +966-50 460 4402

Summary

Expert senior accountant with extensive and solid experience in taxes, costs, assets, copywrite, supply chain and clients receivables and calculating final accounts.

Education

2004 – 2008 Bachelor of Commerce – Management Information System

Aleppo University, Aleppo – Syria

Work Experience

Senior Accountant December, 2011 – Present

Aswad Trading Company

Location: Khobar, Saudi Arabia

Company Industry: FMCG

Job Role: Accounting

Tasks & Duties:

- Preparing, examining and analyzing financial records, statements and all financial reports.
- Calculating Taxes owned by the business and preparing the tax return.
- Creating and maintaining budgets for every department within the company.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- 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.
- Reconciles financial discrepancies by collecting and analyzing account information.

- Prepares payments by verifying documentation, and requesting disbursements.
- Treasury

Finance Manger March, 2011 – November, 2011

Farzat for Plastic Industries - MEGAPLAST

Location: Homs, Syria

Company Industry: Industrial

Job Role: Finance

Tasks & Duties:

- Overseeing the flow of cash and financial instruments
- Planning and directing the activities of workers in branches or departments
- Preparing reports as required by law, regulations or company policies
- Ensuring compliance with applicable laws and procedures

Senior Accountant September, 2008 – May, 2011

Daoud & Attar for Food Processing

Location: Homs, Syria

Company Industry: Food Processing

Job Role: Accounting

Tasks & Duties:

- Preparing, examining and analyzing financial records, statements and all financial reports.
- Calculating Taxes owned by the business and preparing the tax return.
- Creating and maintaining budgets for every department within the company.
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- 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.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation, and requesting disbursements.
- Treasury

Accountant December, 2004 – August, 2008

Farzat Alimentary Manufactures Company LTD - FAMCO

Location: Homs, Syria

Company Industry: Food Production

Job Role: Accounting

Tasks & Duties:

- Preparing, examining and analyzing financial records, statements and all financial reports.
- Calculating Taxes owned by the business and preparing the tax return.
- Creating and maintaining budgets for every department within the company.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Prepares payments by verifying documentation, and requesting disbursements.

Skills

IT	Extensive course at university about dealing with computer programmes with focusing on windows and Microsoft office, and some internet experiences including financial applications.
Accounting	Solid experience in accounting procedures and policies
Finance	Solid experience in finance management
Language	Arabic (Native) English (Good Written and Spoken)

References available upon request