

ADHAM REZK

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United Arab Emirates, Sharjah

Nationality: Syrian

Birth: 1 – September – 1986



Objective

Seeking to leverage my 12 years of experience as an accountant and banking specialist, along with my Bachelor's degree in Economics and Commerce and MBA, to contribute to the success of an organization. My expertise lies in GAAP requirements, credit monitoring, liquidity management, audit accounts, and preparing financial statements. With a track record of delivering exceptional results and providing support to other departments, I am confident in my ability to add value to any team.

Education

- Bachelors in business administration, Faculty of Economics at Damascus University. 2004-2008
- Master of Management Business Administration, Syrian virtual University 2009-2012

Personal details

- Nationality: Syrian - City: Sharjah - Marital Status: Single - Visa: Residence | Valid

Training Courses

- Sales Forecast, HP Life Company, 5/4/2022
- Digital Marketing, Junior Chamber International (JCI), 2021
- Sustainable Development Goals, JCI, 2021
- Project Planning, JCI, 2020
- Anti-Money Laundering Methods and Detection of Forged Signatures, Banking Training Center (BTC), 2015-2016
- Business Information Technology, Illafrain, 2015

Work experience

MOHAMAD AHMARI CARS TR 2024 – Present - General Accountant, UAE – Sharjah

- * Matching local and foreign banks and supervising liquidity and the fund
- * Customer account statements and collection of receivables according to customer agreements
- * Transfers from suppliers and customers and settlement of exchange rate differences
- * Preparing financial statements, profit and loss reports, and cash flow statements
- * Follow up on loading and unloading operations, customs clearance, and container tracking
- * In-auction purchases, vehicle shipment tracking, Sales, revenues Preparing payrolls and sales commissions

Seventy-Seven Company 2022 – 2023 - General Accountant, UAE – Sharjah

- Record purchases, sales, and withdrawals of all kind, prepare trial balance and adjust accounts
- Prepare work reports, revenues, costs, payroll statements, financial reports, budget, profit and loss account, and inventory balances

Syrian Trust Development Organization-UN 2021 – 2022 - Chief Accountant, Syria

- Monitor the operation of selling and buying Record on the approved accounting program
- Match bank statements, adjust inventory, and handle revenue-expenses paid in advance, allowance for bad, doubtful debts, and depreciation, Prepare return balance, cash flow-income statement, and balance sheet
- Conduct even point and horizontal-vertical analysis

Industrial Bank 2009 – 2021 Head of Treasury and Accounts Department, Syria

- Control payment and deposit and analyze the expense operation
- Audit opening debit and credit accounts revolving interests, balances
- Study loan files and approve granting loans
- Follow up customers' payments, report defaulting on loans, and predict bankruptcy
- Supervise transfers between accounts and branches and prevent supervising money or suspicious operations in accordance with the instructions of the Combating Money Laundering Commission and the Central Bank

BybLos Bank - lebanon 2008-2009 Cridet cards employee.

- Respond to customer calls and enquiries about balances, transactions, requests ...etc.
- Establish a pleasant relationship with all corporate clients to reflect a good service for the bank
- Assist supervisor officer in the daily management of corporate accounts
- Assist the customers in completing and fulfilling their instructions to the different departments within the bank
- Assist the credit analyst in the credit approval memorandum

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Audi bank – Lebanon 2007-2008 credit cards employee.

- * Communicate with clients to collect documents and financial data and verify the financial information of the client who applied for the loan
- * Include conditions for the loan in the agreements in accordance with the regulations
- * Evaluate various risks and creditworthiness, Calculate financial ratios from interest rates and credit scores.
- * Make future payment plans.
- * Follow up with the client if he wants to renew the loan again.
- * Maintain recent records of loan applications, Monitoring current loans.

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Languages

- English: fluent
- Arabic: Mother tongue.

Computer Skills

- Accounting Programs: QuickBooks, Tally, AL Ameen, ALBazar, ALManara, and more.
- Economic Feasibility Studies
- SPSS Statistic Program
- Microsoft Office Programs

Soft Skills

- Communication: Ability to communicate effectively with clients, colleagues, and management
- Problem-Solving: Capacity to analyze complex issues and develop solutions
- Attention to Detail: Ability to maintain accuracy and precision in work
- Time Management: Capacity to prioritize tasks and meet deadlines
- Adaptability: Ability to adjust to changing circumstances and work effectively in a fast-paced environment
- Teamwork: Capacity to collaborate with others to achieve common goals
- Customer Service: Ability to provide exceptional service to clients and customers
- Sales Skills: Ability to identify customer needs, build relationships, and close deals.

Reference

- All references are available upon request