

Karim Nahal

General Accountant

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PROFESSIONAL EXPERIENCE

AL WATANIYA MICROFINANCE BANK

Damascus - Syria

General Accountant

04-2022 - Present

- Spearheaded the efficient processing and recording of accounts payable transactions
- Executed meticulous review of all invoices and staff reimbursements, ensuring 100% accuracy and compliance with finance policies and procedures, resulting in zero payment errors and improved financial controls.
- Perform the Processing of Functional and Benefits Expense Allocations, Monthly Accruals, Amortization of Prepaid Expenses, Fixed Assets Depreciation and Recording of Adjusting and Reclassification Journal Entries, if Necessary.
- Perform General Accounts Analysis and Reconciliations, Including Bank Statements, Fixed Assets, Accruals and Prepaid Expenses.
- Assist in the Preparation of Financial Reports such as Financial Statements, Budget Performance, and Interim Grant Financial Reporting.

SYRIAN SOCIETY FOR SOCIAL DEVELOPMENT (SSSD)

Damascus - Syria

Accounts Payable

07-2021 – 03-2022

- Receiving Nets of Temporary and Permanent Advances, Ensuring Completion of the Documentary Cycle, Preparing its Bonds, and Weekly Follow-up of Open Work Advances.
- Preparing Disbursement and Payment Vouchers for the Project.
- Preparing a Weekly Match for the Damascus Fund in Coordination with the Damascus Accountant.
- Coordination with the Financial Official Regarding the Preparation of Checks.
- Participate in Preparing and Checking the Required Samples from the Auditors.

MIAMED (PHARMACEUTICAL INDUSTRIES)

Damascus - Syria

Accountant

01-2021 – 07-2021

- Responsible for all Cash and Bank Transactions, Enter the Transaction on Al-Ameen System, Review and matching all Needed Documents.
- Make Sure that all Cash Boxes and Banks Accounts Matched Daily.
- Responsible for Checking the Advances and Enter them on Al-Ameen System, Settle the Advances with Needed Documents and Approvals.
- Prepare Payments and Disbursements Vouchers.
- Prepare and Post all Sales Invoices in the Accounting System.
- Responsible for Fixed Assets Taking, Updating the Registry and Coding the New Items.
- Matching Monthly Electricity Counters Consumptions, Social Securities and Health Insurance Claims.

MIAMED (PHARMACEUTICAL INDUSTRIES)

Damascus - Syria

Accounts Receivable Accountant

01-2020 – 12-2020

- Receive all Amounts Related to the Company from Customers.
- Pay All Amounts Owed by the Company to Creditors.
- Prepare the Cash Daily Journal and Providing the Financial Department with a Daily Copy and Matching Between Actual and Book Balance.
- Withdraw or Deposit Cash from Company Bank Accounts According to the Documents Approved by the Management.

ANHOURY INSURANCE BROKER

Damascus – Syria

Accountant

02-2018 – 12-2019

- Reconciling Statement of Accounts for all Insurance Companies.
- Post Entries Related Cash and Banks on Daily Basis to Accounting Software.
- Keep Track on all Insurance Contracts Related to the Company.
- Follow Up Daily Issued Invoices to Customers and Due Payment Dates.

EDUCATION

- Master in Quality Program - Syrian Virtual University

Damascus – Syria

- Bachelor of Accounting – Damascus University

Damascus – Syria

ADDITIONAL INFORMATION

- Languages: (Arabic, English, French, German)
- Professional Training: (IELTS, ISO 9001:2015, CMA Part 1)
- Coursera: (Discounted Cash Flow Modeling, Finding, Sorting and Filtering Data in Microsoft Excel, Creating a Budget with Microsoft Excel)
- Skills: (MS Office, BANKS System, Accounting Software, Financial Analysis, Budgeting, Data Analysis, Forecasting)