



Mahmoud Teba

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Professional Summary

Driven accounting professional aiming to leverage Nine years of experience in accounting roles. Demonstrated success in managing inventory audits and offering meticulous oversight of GL management.

Work History

06.2022 - 12.2023

Accounts manager

Amarlis L.L.C - Homs, Syria

Company that manufactures various types of biscuits

- Analyzed monthly balance sheet accounts for corporate reporting.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Managed entire accounting cycle.

03.2022 - 12.2023

Accounts manager

Rawabi Al Qalamoon L.L.C - Damascus, Syria

Company that manufactures various types of biscuits

- Analyzed monthly balance sheet accounts for corporate reporting.
- Filed tax returns and prepared governmental reports in compliance with strict standards.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Partnered with auditors to prepare yearly audits and ensure compliance with governmental tax guidelines.
- Managed entire accounting cycle.

06.2021 - 12.2023

Chief Accountant

Syrian Company For Natural Resources - Homs, Syria

large natural gas factory has several distribution canters.

- Analyzed monthly reporting to reconcile production operations and general ledger.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Reconciled accounts from income and expense data to net worth and assets.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Set up and improved accounting systems and processes to meet business needs and maximize effectiveness of operations.
- Led team of Ten Accountants to achieve goals through proactive planning and coaching.

02.2018 - 12.2023

Auditor, Taxes Consultant

JAWAD & MAKSSOR Est - Damascus, Syria

company that provides financial, consulting and auditing services

- Interpreted financial statements, account records and detailed numerical data to make accurate audit assessments.
- Planned and executed accounting audits to validate records and systems for compliance with Syrian Generally Accepted Accounting Principles (GAAP).
- Testified before shareholders to audit results, potential impacts and recommended actions.
- Applied auditing expertise and industry knowledge to consistently complete quality audits on schedule.
- Led team of junior auditors to consistently meet and exceed audit goals.
- Adapted tax advice to suit business needs across various industry sectors.
- Prepared annual and monthly tax returns and tax compliance documents.

05.2019 - 03.2022

Accountant

Fermo Fast Food Restaurant - Damascus, Syria

Fast food truck

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analyzed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Oversaw lifecycle production phases for products.
- Managed sales team budgets and payroll.

02.2016 - 02.2018

Accountant

Novatex - Damascus, Syria

Company sales Imported fabrics to domestic market.

- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Analysed monthly reporting to reconcile production operations and general ledger.
- Reconciled accounts from income and expense data to net worth and assets.
- Created quarterly and yearly balance sheets to track financial trends and performance.

Accountant

AL LOULUO AL HASHMEY L.L.C - Damascus, Syria

Company has two factories related to CDs production.

- Was Responsible for managing and leading the local Finance Team, and for the day-to-day management of the financial reporting, accounting and payroll processes
- Provided Company Directors with accurate finance information, management accounts and data analysis
- Interpreted financial information and data
- Analyzed the on-going profitability of all ventures entered into by the company
- Ensured that strong financial controls and procedures are in place
- Prepared monthly management reports
- Assisted with budgets and forecasting
- Interpreted cash flows and predicting future trends
- Identified the potential for making financial savings
- Managed tax reporting
- Maintained records and receipts for all daily transactions Interpreting financial information and data
- Handled and resolving financial queries.

Skills

- Financial statements
- Staff management
- Organizational
- Project reporting
- Strategic planning
- Supervising
- Managing budgets
- Ability to work under pressure, multitask and priorities workload.
- Track record of improving financial processes and procedures.

Education

10.2010 - 05.2015

Bachelor's degree, Business Administration, Damascus University - Damascus

- Achieved 75.21 score (very good)

Certifications**Certified Public Accountant**

Passed certified Accountant test session, which held by the Syrian Ministry Of Finance At 2017 With A Degree (77 The Second Of My Class ranking

Languages**Arabic**

Native

English

Fluent

IELTS overall score 6.5

French

Beginner