



# SAMER MANSOUR, CMA

## Personal information

🏠 January 1984  
♂ Male  
🏠 Abu Dhabi, UAE  
🌐 Syrian  
👤 Married

## Profile

Enthusiastic Finance Director/Manager with 15+ years experience in Accounting, Finance, Internal Audit and Costing, in many industries such as Staffing, Retails, Telecom, Education and Manufacturing corporations. Fully knowledgeable in Financial and Managerial accounting, budgeting, planning, internal control, and costing. Experience in implementing SAP-B1.

## Skills

Financial and Managerial Accounting	● ● ● ● ●
Financial Reporting	● ● ● ● ●
Cost Accounting	● ● ● ● ●
Internal Control	● ● ● ● ●
SAP-B1 Implementation	● ● ● ● ●
Cash Flow Management	● ● ● ● ●
Accounts Reconciliation	● ● ● ● ●
Budgeting	● ● ● ● ●

## Contact

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## Experience

### DIRECTOR OF FINANCE

University of Kurdistan Hewler, Erbil-Iraq | Dec.21 - Aug.23

- Head the finance and accounting functions, provide leadership to the team members.
- Contribute to strategic decision making, provide technical financial advice, develop business plans and evaluate new business proposals.
- Supervise the monthly and annual closing, prepare monthly and annual financial statements in line with the International Financial Reporting Standards.
- Provide timely management reports on the financial and operating performance of the University, Schools, and departments periodically, and to establish secure, integrated and confidential accounting systems for all aspects of financial management.
- Manage cash flow and update the management about the funding requirements at regular intervals, and maintain adequate records to determine cash flow required to cover the University's needs.
- Implement ERP (SAP-B1) system and ensure that requisite internal controls are built into it.
- Develop and implement internal control systems, frame and regularly update policies, procedures and regulations relating to accounting, finance, procurement, and financial matters.
- Ensure compliance with the University's constitution, policies, procedures, the requirements of funding bodies, and applicable laws of the Kurdistan Regional Government, and other statutory bodies.
- Liaise with internal and external stakeholders, including senior management, students, academic partners, funding agencies, auditors, banks, and government authorities.
- Prepare reports and other documentation, as may be required by the funding bodies.
- Analyze contracts, agreements, and MOUs from financial and accounting perspective, and ensure compliance thereof.
- Ensure effective management, development and mentoring of the team members.
- Provide support with regard to costing of projects and programs.
- Prepare annual Budget (OPEX, Capex and Manpower ) at the cost-center level aiming at devolvement of budgets in due course, monitor the compliance thereof, analyze variances, and advise the management about the appropriate corrective actions.

## Professional Competencies:

- ✓ Strong analytical and problem-solving skills
- ✓ High standards of business ethics and professional conduct
- ✓ Strong communication and interpersonal skills
- ✓ Exhibits ability to learn and apply new skills

## Education:

2010 - 2015 **Bachelor Degree.**  
**Damascus University, Faculty of Economic.**  
✓ **Damascus, Syria.**  
**Major Accounting.**

2002 - 2004 **Associate Degree .**  
**Damascus University, Institute of Finance and Accounting .**  
✓ **Damascus, Syria .**  
**Major Accounting.**

## Professional Certification:

**U.S. CMA, Certified Management Accountant.**  
**IMA, Institute of Management Accountants.**  
✓ **Issued May 2022. No Expiration Date**  
**Credential ID: 108637**

## Other:

### Languages

- ✓ Arabic, mother tongue
- English, Advance

### Systems and Software

- ✓
  - Microsoft Dynamics NAV.
  - SAP - B1, Admin User.
  - Quick Books Accounting System.
  - Tally ERB System.
  - Xero Accounting System "Online System".
  - Al-Amin for accounting.

## FINANCE MANAGER

**MSelect-Staffing,Recruitment, Erbil-Iraq | Nov.2019 - Nov.21**

- Maintaining and Developing internal controls and effective accounting principles, practices, policies and procedures to ensure accurate and timely financial statements.
- Supervise and managing finance team to ensure that assigned works are properly allocated and completed in a timely and accurate manner.
- Ensure an accurate and timely month and year end closing.
- Preparation of monthly, quarterly and annual financial statements and reports. Review those reports with senior management.
- Managing the implementation of the new ERP System-SAP (Finance, Payroll, and HR).
- Ensure all required approvals on payroll sheets, invoices and POs are in accordance with the corporate approval matrix, and the local regulations.
- Perform cash flow forecasting, budgeting and working closely with the operations and project teams in analyzing margins, variances and cost analysis.
- Preparation of commercial offers and tenders pricing, in terms of costs and profit margin calculation.
- Verify and ensure that monthly payroll sheets and calculations are in line with related agreements and contracts with the clients.
- Manage annual external audit work.
- Control over the execution of proper book keeping by finance team, in terms of Accounts receivable, Accounts Payable, General Ledgers, Fixed Assets, and monthly adjusting entries.
- Support finance team, by recommending and providing the required training.
- Maintain controls over archiving system, including soft copies and hard copies.

## **FINANCE AND ACCOUNTING SPECIALIST**

**LC WAIKIKI - Retail, Erbil-Iraq | Oct. 2018 - Aug. 2019**

- Verifying daily sales reports, by comparing the sales figures between stores' retail system and accounting system 'Microsoft Dynamic NAV'.
- Prepare monthly banks and stores' cash reconciliation, reporting to FM and HQ.
- Follow up IT tickets issued by stores and finance departments, communicate with IT dept. to solve and report it to HQ.
- Follow up payments approvals traffic on G-pass "Approval tracking system".
- Prepare monthly reconciliation for Vendors, Business Advances, Prepaid, intercompany accounts, and Payroll, report it to FM and HQ.
- Supervision daily cash transactions including petty cash and business advances settlement.
- Checking compatibility of materials and expenses invoices with related contracts.
- Month end recording accruals and reconcile it with actual invoices.
- Posting purchase invoices after allocating additional costs.
- Maintain fixed assets register up to date, prepare monthly depreciation.
- Monthly reconciliation between Retail and Accounting Systems, for items' COGS, quantities and cost adjustments.
- Making proper plan and necessary training for accounting team to complete sectional tasks on time and evaluate their performance.
- Conduct and assist with month and year end closing process, follow up preparing financial statements with official legislations and tax department.
- Follow up internal and external audit requirements, taking actions for necessary findings.

## **SENIOR ACCOUNTANT AND DATA ANALYST**

**Next Generation Communications NGC, Newroz Alli Group Erbil-Iraq | Aug. 2017 - Oct. 2018**

- Processing and analyzing data including Admin, Agents, Customers and Merchants' daily transactions to maintain daily reports issued by FastPay System  
'FastPay Project is an E-money Wallet System first established in Iraq'.
- Maintain and verify accounting tasks in terms of accounts receivable, accounts payable, fixed assets, inventories, reconciliation, cash management, and month end closing.

## **FINANCIAL AND OPERATION AUDITOR (INTERNAL AUDITOR)**

**Syriatel Mobile Telecom, Damascus-Syria | Sep. 2016 - Jul. 2017**

- Prepare working papers and maintain documentation for risk assessment and management processes in addition to audit tests, samples if any, evidences and conclusions related to audit assignments.
- Perform audit tasks related to test of transactions, vouching and tracing supportive documents in an adequate manner and provide evidents support for all findings.
- Present interim report when necessary to alert management when cases of serious weakness in performance or control arise.
- Test key risks and control indicators identified by head of section and head of unit.
- Evaluate internal controls, operation, management policies and procedures to cover identified risks.
- Obtain, gather, analyze, test and evaluate the gathered data and related supportive documents.
- Perform the Financial and Operational audit tasks in a professional manner 'as per audit charter', in accordance with the approved Financial and Operational audit program, and provide evidential support for all reports' observations and recommendations.
- Prepare initial draft report containing the observations and recommendations resulted from performed financial and operational audit assignments.
- Apply testing procedures based on financial audit plan to ensure compliance with financial assertions as per audit program.
- Fully review and communicate the status of the assignment and the major observations daily with Financial and Operational audit head of section.
- Maintain of confidentiality of all matters arising during the course of the audit finding.

## ● **SENIOR ACCOUNTANT**

**MR. Corn, The United Company for food Manufacturing Damascus-Syria | Jan. 2016 - Sep. 2016**

Description of the job, position and responsibilities.

## ● **COST CONTROLLER / ASSISTANT FINANCE MANAGER**

**Avenzor for Pharmaceutical Industry , Damascus-Syria | Sep. 2014 - Jan. 2016**

- Maintain, analyze, calculate, and update costs figures, including direct and indirect costs.
- Determine and calculate overhead application rate based on updated costs records, to allocate manufacturing overhead to the finished goods, and perform periodic review to this rate and update it when necessary to ensure accurate costing.
- Analyze actual labor, material, and overhead costs against standard costs, to identify and explain variances.
- Investigate causes of variances and report them to management for decision-making purposes.
- Perform analytical reports of sales and production on monthly basis to ensure the consistency with planed budget.
- Manage and coordinate semi-annual and annual physical counts of inventory, investigate variances.
- Assist and support Finance Manager with month and year end closing, supervising works assigned to the finance team, reviewing the Trail Balance.

## ● **SENIOR ACCOUNTANT**

**Al-Alamia for Food Manufacturing, Damascus-Syria | Nov. 2009 - Sep. 2014**

Description of the job, position and responsibilities.

## ● **TREASURY AND ADMINISTRATOR**

**Al-Walaa for Constructions, Damascus-Syria | Apr. 2007 - Oct. 2009**

Description of the job, position and responsibilities.