

Mohamad Aref Kata'a

Finance & Accounting professional

PERSONAL INFORMATION

Date of birth 27-04-1976
Marital status Married
Nationality Syrian
Mobile +905319476322
Skype aref. kataa
e-mail arefkataa76@yahoo.com

It is a pleasure to submit my resume for one of the large Organization. I believe that if I can get a chance with you I can build a stable strong career. Upon review my resume, you will notice that I have a multi experience at international and leading companies. The job description you offered is so exciting and challenging to me. So, I am really interested and I hope that my CV will fit your requirements.

Experience

Finance Manager	Qatar Red Crescent	Turkey	INGO	32 Months
Finance Manager	WATAN	Turkey	NGO	6 Months
Consultant Manager	PWC/ BP	Jordan	Oil & Gas	27 Months
Senior GL Analyst	Petro Canada	Syria	Oil & Gas	65 Months
Chief Accountant	GANAMA	Syria	EPC	20 Months
Chief Accountant	KATAKIT	Syria	FMCG	80 Months

Skills

Microsoft Office: Excel, Word, Outlook, Access...etc.
Accounting System: SUN, Vision, QuickBooks, Amen...etc.
ERP implementations

Language

English: Proficient.

Arabic: Native.

Education

Faculty of Economics – Damascus University, Syria “Major in accounting”
CMA Self Study Present.
IFRS (Morgan Jordan) 2015.
Oil & Gas Accounting & Financial Statements (MDT London 2010).

Professional Experience

QRC, Turkey

04.2016 – 12/2018

International Non-Governmental Organization

Finance Manager

- Preparing Master budget for QRC- Turkey
- Review the budgets for different programs. & matching with Master Budget.
- Continues revision of OH Budget and allocation
- Provide financial decision related to implementing partner's assessment.
- Building suitable Charts of Accounts include suitable Cost Centre.
- Approved all supporting documents. which have been checked.
- Train the finance team and lead them.
- Control IN/OUT cash flow to maintain the stability of liquidity.
- Prepare Finance Manual for QRC Turkey.
- Focal person for implementing ERP System
- Preparing monthly and quarterly financial statements
- Checks the requirements of donors UN, WHO, GIZ ...etc.
- Focal person at risk management team.

WATAN, Turkey

09.2015 – 03.2016

Non-Governmental Organization

Financial Manager

- Preparing budgets for different projects.
- Restructuring accounting and finance structures.
- Building suitable charts of accounts
- Check all supporting documents to verifying from donors.
- Check all invoices comparing with budget.
- Preparing monthly and quarterly financial statements.
- Training new accountants for system.

PWC (Seconded to BP), Jordan

06.2013 – 08.2015

International Oil & Gas

Consultant Manager

- Control all transactions in SUN accounting.
- Verification of the authoritative of AP invoices before posting it to GL.
- Responsible for all Intercompany transactions. (HUB)
- Register all foreign and local payments online systems.
- Preparation of the monthly financial branch reporting.
- Checking WHT -With Holding Tax – Reports.
- Preparation of Tax Pack.
- Preparation of quarterly activity statement related to Cost Recovery.
- Monitoring the reconciliation of banks and financial position's accounts.
- Prepares Value of Work Done report for AFEs.
- Monitoring and posting accrual entries to ledger.
- Monitoring budget's variances. BVA Quarterly. And annual budget.
- Design ad hoc report by Vision System (CC, AFE, etc.)

Petro Canada, Syria
International Oil & Gas
Senior GL Analyst

07.2007 – 11.2012

- Monitoring budget's variances.
- Monitoring day- to- day processing, Posting, Reconciliation and providing control of accounting information.
- Preparation of the monthly financial branch reporting to be incorporated into the corporate books.
- Checking WHT -With Holding Tax – Reports.
- Preparation of annual Fund Statement.
- Preparation of quarterly activity statement related to Cost Recovery.
- Performs international control checks and reconciliation of Banks and Balance Sheet Accounts.
- Trains new staff within the accounting group.
- Prepare monthly Governmental invoice. To record our revenue. (Billing Statement)
- Preparation and issuance of JV partner cash calls.

GANAMA, Syria
Multinational EPC
Chief Accountant

11.2005 – 06.2007

- Preparing narrative budget for all prospect projects.
- Monitoring budget's variances.
- Monitoring day- to- day processing, Posting, Reconciliation Preparation & Presentation of Quarterly Financial Reports.
- Annually dealing with E&Y Firm to issue the audit's reports.
- Daily monitor of JVs, A/P A/R accounts, ...
- Following the data related to banks" LC, Provision, Bonds...
- Deal with Taxation Issues. Income tax.

KATAKIT, Syria
National FMCG
Chief Accountant

01.1999 – 09.2005

- Provide Technical & administrative supervision on all financial affairs for company's operations
- Supervises on any implementation of the company financial system to all subsidiaries.
- Perform and develop cash flow projection plan.
- Prepare the Finance plans and budgets for the year.
- Recommend formulation of policies and procedures related to the Finance Department.
- Manage and ensures the preparation of periodical financial reports and discusses these reports with the CEO.
- Supervise all accounting activities and ensures the implementations of the accrual bases.
- Monitor performance of staff through regular meetings and work review.