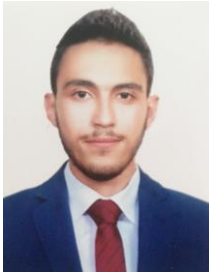


## PERSONAL INFORMATION

### Majd Khoudari



Military Service

📍 Muhajreen, Damascus (Syria)

☎ +963 933 85 41 31

✉ majdkhoudari@gmail.com

🌐 Majd Khoudari

Sex Male | Date of birth 28/01/1994 | Nationality Syrian

Exempt from military service.

## PERSONAL STATEMENT

Expert in scientific research methods through many scientific researches published in scientific journals and research papers in many scientific conferences.

Experience in lectures and training courses with more than 200 training hours, Experience in financial analysis, financial markets, corporate consultancy, feasibility studies, banking and statistical programs for more than 6 years.

## WORK EXPERIENCE

01/03/2019–Present

### Financial Analyst

Bemo Saudi Fransi Finance, Damascus.

- Analyse listed and non-listed Syrian companies' financial information to produce forecasts of business, industry, and economic conditions for use in making investment decisions. Evaluate current and historical data.
- Evaluate and compare the relative quality of various securities in a given industry.
- Interpret data affecting investment programs, such as price, yield, stability, future trends in investment risks, and economic influences.
- Maintain knowledge and stay abreast of developments in the fields of industrial technology, business, finance, and economic theory.
- Monitor fundamental economic, industrial, and corporate developments through the analysis of information obtained from financial publications and services in Syria and outside Syria, investment banking firms, government agencies, trade publications, company sources, and personal interviews.
- Meet with investors to explain recommendations
- Ratings analysts as evaluate the ability of companies to pay their debts, including bonds. On the basis of their evaluation
- Prepare plans of action for investment based on financial analyses. By recommend investments and investment timing to companies, investment firm staff, or the investing public.
- Present oral and written reports on general economic trends, individual corporations, and entire industries.

01/08/2016–Present **Financial Advisor and Analyst**

Global Reach Company, Damascus (Free Zone).

- Recommend individual investments and collections of investments, which are known as portfolios
- Evaluate current and historical data
- Study economic and business trends
- Study a company's financial statements to determine its value
- Meet with company officials to gain better insight into the company's prospects and management
- Prepare written reports
- Meet with investors to explain recommendations
- Ratings analysts as evaluate the ability of companies to pay their debts, including bonds. On the basis of their evaluation
- Risk analysts as evaluate the risk in investment decisions and determine how to manage unpredictability and limit potential losses. Making investment decisions such as selecting dissimilar stocks or having a combination of stocks, bonds, and mutual funds in a portfolio.
- Supervise a team of analysts and select the mix of products, industries, and regions for their company's investment portfolio. In addition, to explain investment decisions and strategies in meetings with investors.

15/10/2017–12/12/2018 **Paymaster**

Four Seasons Hotels and Resorts, Damascus (Syria)

- Maintain accurate accounting records and provide related financial reports for the hotel accounting system
- Lead the payroll process, as it relates to payroll costs, and ensure all work is completed on time with all relevant accounts reconciled
- Prepare payroll and overtime accruals journals
- Ensure the balance sheets, as they relate to all payroll accounts are a fair reflection of the assets of the hotels
- Ensure reporting is timely, accurate and consistent with the financial accounts so that the PandL/Balance sheets reconcile to the trial balance and where proof of reconciliations can be provided on a monthly basis
- Ensure Team Member pay queries are resolved on a timely basis
- Monitor actual hours to contracted hours
- Ensure effective controls are in place over payroll expenses

01/12/2014–01/08/2015

### **Loan Officer**

Al Wataniya Micro-finance Institution, Damascus (Syria)

Field work and to promote the products and services provided by the institution to the community, the study of lending requests and financial evaluation of projects and follow-up payments.

01/07/2017–14/10/2017

### **Universal Officer**

Cham Bank, Damascus (Syria)

- Receive and response to customer service account inquiries on account balances, transaction details, statements and fees and charges.
- Handling cash transactions and cash balancing, overseas transfers and LC, LG and DC.
- Open new accounts/closing accounts, inquiries on internet and ATM services.
- Alterations to existing savings and cheque account.
- Inquiries for home, car and personal loans.
- Set up periodical payment authorities on accounts, Change statement of account cycle.
- Promote bank product and services, Identify customer needs and refer customers to appropriate banking services and representatives.

01/06/2016–01/12/2016

### **Studies and Media Directorate**

Damascus Securities Exchange (DSE), Damascus (Syria)

- Study plans and programs, policies, laws and government regulations and their impact is expected in the stock market, and propose development.
- Preparation of studies on ways to develop the financial and securities markets in Syria.
- Financial analysis for the listed and unlisted companies.
- Periodicals and pamphlets relating to the Authority, and media programs that reflect the activity of the Authority and ensure their publication in various media.
- Preparation, coordination and preparation for conferences, seminars, and organize interviews.
- Assess the relationship with the organizations and regional and global bodies suggest ways to take advantage of programs and events held by these organizations.
- Development agreements with internal and external, and organize the exchange of official visits with her.
- Follow-up threads from the Arab and international organizations regarding the development work of the Commission and the market.
- Perform all duties of supervising the library.

23/02/2016 – Present

**Master in Technology Management**

Syrian Virtual University (SVU), Damascus (Syria)

The objective of the program is to qualify the frameworks in the field of technology management by providing them with the knowledge and skills that enable them to lead and lead initiatives to improve procedures, develop and disseminate quality improvement initiatives in public and private organizations

Qualifications of technology management professionals are able to

- Providing consultancy in the field of technology transfer, development and management in companies and institutions.
- Follow-up of technological developments.
- Selection of technology according to specific methodologies.
- Analysis and evaluation of the technological reality in companies and institutions.
- Preparing economic and technical feasibility studies for appropriate technologies.
- Management of technology transfer projects.
- Participate in monitoring the performance of the technological system.

01/02/2019–07/04/2019

**Advanced Diploma in Feasibility studies.**

Al-Tanmyah for consultations

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23/02/2016–10/04/2017

23/02/2016–10/04/2017

**Diploma in International Affairs and Diplomacy**

London International Academy. UK

- Diplomatic and Politics section.
- International organisations and international law section.
- Managements and economic section.
- Communication and media section.

23/02/2016–10/04/2017

16/04/2015-17/12/2015

**Diploma in Public Relations PR**

European International University EIU, Belgium

Public relations specialists establish and maintain relationships with an organization's target audience, the media, and other opinion leaders. Common activities include designing communications campaigns, writing news releases and other content for news and feature articles, working with the press, arranging interviews for company spokespeople, writing speeches for company leaders, acting as organization's spokesperson by speaking in public and public officials, preparing clients for press conferences, media interviews, and speeches, writing website and social media content, facilitating internal/employee communications, and managing company reputation and marketing activities like brand awareness and event management

10/10/2014–1/6/2016 **Bachelor Degree in Banking and Financial Management**

Higher Institute for Business Administration (HIBA), Damascus (Syria)

BS in Management The program lasts for two years and students who accomplished their preparatory certificates can pursue with this program and choose one of the following majors: - Marketing and International Trade- Banking and Financial Management- Management Information Systems- Human Resources Management

10/10/2011-01/09/2014 **Preparatory degree in management**

Higher Institute for Business Administration (HIBA), Damascus (Syria)

The curricula in the first three years comprise the principles and concepts of Business Administration. The curricula are presented with the required tools to boost foreign languages, information technology, math, and business language (English and French). Eventually, upon the completion of the third year, students are granted a preparatory certificate in Business Administration which comprises the following:

- Accounting
- Commercial math
- Statistics
- Micro and Macro Economy
- Marketing
- Commercial law
- Project management
- Finance management
- Human resources management.... etc.s

**Certificates**

15/10/2018-15/02/2019 **Syrian Chartered Financial Analysis (CFA) Level 1**

The Syrian Financial Analysis Society

Ousus Training institution

25/03/2017-1/12/2017

**International Arabic Chartered Public Accountant IACPA**

The International Arab Society for Certified Accountants (IASCA)

Talal Abu-Ghazaleh Organisation

29/01/2015–1/7/2015

**Certified Management Accountant CMA Part I**

Institute of Management Accountants (IMA®), USA

**Other courses**

Forex Course

Work shop in Marketing insurance and anti-money laundering and terrorism financing at Syrian Insurance Federation.

Work shop in Labor market skills at IHRM with Syrian Private University.

## PERSONAL SKILLS

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Communication skills	Good communication skills gained through my experience as sales manager. Good communication skills gained through my experience as Loan Officer.
Organisational / managerial skills	Good in public relation skills gained through my experience as member of protocol team and Intellect Good team-leading skills through my experience as member of Intellect Team and protocol team. Good organisational skills through my experience as member of Intellect Team and protocol team. Mentoring skills (as Loan Officer, I was responsible for the training and induction of new staff)
Job-related skills	Good command of quality control processes
Computer skills	Good command of office suite (word processor, spread sheet, presentation software) Great working on Internet and Social networks. Good working on SPSS. Bayan HR System, Iscala Accounting Software, Micro Opera Oracle System and Metal trader App.
Achievements	Best research paper at the CSR Conference 2019 by JCI - Syria Employee of the month of Sep 2018 in Fourseasons Hotel Damascus. Economic and diplomatic adviser at Arab Armenian International Law Assembly Community Member of Junior Chamber International (JCI-Damascus) Member of Union of Syrian Historians Member of Youth National Unity Member of Intellect Events. Many certificates at coursera. Winner of many local and regional tennis tournaments Volunteer at Syrian Exploration and Documentation Society

## ADDITIONAL INFORMATION

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Projects	<ul style="list-style-type: none"><li>- Published Article "the effect of management by walking on Managerial empowering – Syrian hospital sector' in The International Journal of Business &amp; Management, Issue: October/ 2018, Vol: 6, ISSN 2321- 8916</li><li>- Published Article " The impact of the organizational culture on the NGO's leadership orientation in Syria.' in IJO, Issue: October/ 2018, Vol: 16, ISSN 5828- 8784</li><li>- Research the foreign exchange risk management in Syrian private banks.</li><li>- Research Effect of retained earnings on the company's ability.</li><li>- Research the impact of training and development on employee performance.</li><li>- Research The impact of demographic changes on the abnormal behaviour of the students of the Higher Institute of Business Administration.</li><li>- Feasibility study for A milk factory and its derivatives in the eastern gouta</li><li>- Feasibility Study for a Hotel Project in the Luxury Segment in Dummar Suburb, Damascus, Syria. And many others.</li></ul>
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## References

- Dr. Douraid Dergham, Governance of Central Bank of Syria, Higher institution of business administration, +963 933 922 022, [doumas@netcourrier.com](mailto:doumas@netcourrier.com).
- Eng. Nazra Rahmeh, Informatics Engineer, MIS Department, Teacher, Higher institution of Business Administration, +963 933 814 728, [t\\_nrahmah@svuonline.org](mailto:t_nrahmah@svuonline.org)
- Mr. Omar Al-Khiami, National President of JCI Syria, Board Member of Voom, +963 933 275 343, [omar.alkhiami@gmail.com](mailto:omar.alkhiami@gmail.com).
- Mr. Osama Hassan, Studies and Media director, Damascus Securities Exchange, +963-991-111-157
- Mr. Youssef AlKhoury, Risk Manager, Bank of Jordan, +963-955-780-179