##

***Curriculum Vitae***

## Personal Information

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| **First and Sur Name:** | Majdi Arrif. |
| **Father’s Name:** | Subhi. |
| **Mother’s Name:** | Jamila. |
| **Gender:** | Male.  |
| **Religion:** | Muslim. |
| **Nationality:** | Syrian.  |
| **Place and Date of Birth:** | Lattakia 04**\**01**\**1982. |
| **Marital Status:** | Married.  |
| **Number of Children:** | One.  |
| **Driving License:** | **\**475169**\** Private.  |
| **Passport Number:** | **\**007257564**\**. |

## Contact Information

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| --- | --- |
| **Address:** | Egypt – Alexandria – Almandarah – Jamal Abd Elnasser St. |
| **Mobile:** | 002-01067206559 |
| **Email:** | majdiar2@gmail.com |

## Education

## (General Specialization: Business Administration, Specific Specialization: Management Information Systems)

## Doctorate, Management Information Systems

**University:** Tishreen University - Faculty of Economics.

**Location:** Syria - Lattakia.

**Date of Issuance:** 08\2012.

**Degree:** (83%) very good.

**Thesis Title:** A Study of the Impact of Financial Decision Support System on the Banking Credit Decisions Effectiveness (Field Study on Public Banks in Syria).

## Master, Management Information Systems

**University:** Tishreen University - Faculty of Economics.

**Location:** Syria - Lattakia.

**Date of Issuance:** 08\2008.

**Degree:** (83%) very good.

**Dissertation Title:** Management Information Systems and Their Role in Solving the Problems of Public Administration (Survey Study on Finance Department in Lattakia).

## High Studies diploma, Business Administration

**University:** Tishreen University - Faculty of Economics.

**Location:** Syria - Lattakia.

**Date of Issuance:** 10\2005.

**Degree:** (76.33%) very good.

## License, Business Administration

**University:** Tishreen University - Faculty of Economics.

**Location:** Syria - Lattakia.

**Date of Issuance:** 10\2004.

**Degree:** (72.43%) very good.

## Academic Experience

Teaching commercial courses for about two years such as: (Statistic – Introduction to Business Administration – Financial Management).

## Arbitrated Scientific Researches

**The Role of Information System on Supporting E-Government Services in Syria (Arbitrated)**

**Periodical:** Tishreen University Journal for Studies and Scientific Researches.
**Location:** Syria - Lattakia.
**No**. 4 - Vol. **33 – 2011.**

**The Impact of Using Information Systems on Business Reengineering of Public Organizations (Arbitrated)**

**Periodical:** Al-Furat University Journal for Studies and Scientific Researches.
**Location:** Syria - Dier Al-Zor.
**No. & Date:** 8 - 2011.

**Management Information Systems and Their Role in Solving the Problems of Public Administration (Master Dissertation Abstract) (Arbitrated)**

**Periodical:** Tishreen University Journal for Studies and Scientific Researches.
**Location:** Syria - Lattakia.
**No**. 2 - Vol. **8 – 2008.**

## Accounting Experience

## Head of Budgeting and Reporting Dept.

**Company Name:** Madar Group - Egypt.

**Location:** Egypt – Alexandria – Fourth Industrial Zone Extension.

**Company Industry:** ChemicalsManufacturing and Distribution.

**Span:** 17\03\2013 – Till now.

**Job Description:**

* Supervise current accounts between the group’s companies.
* Prepare and analysis of the group’s cumulative financial statements: balance sheet – income statement – cash flow statement – equity list.
* Supervise the group’s estimated budget preparation.
* Prepare weekly and monthly reports related to cash, expenses, and warehouse movements.
* Prepare various reports that meet top management needs.
* Develop financial policies and procedures for financial management departments.

## Head of Coastal Area Accounting

**Company Name:** Katakit.

**Location:** Syria – Damascus Countryside - Alkuswa Road.

**Company Industry:** ConfectioneryManufacturing and Distribution.

**Span:** 17\06\2006 – 30\09\2012.

**Job Description:**

* Supervise, and review the daily accounting cycle operations: Load, un-load, Quick and final settlement of representatives, stock & cash count.
* Control cash flows: AR payments, transfers, petty cash.
* Generate an aging report for AR along with their credit conditions. And review AR statements with the clients.
* Monitor retail offers validity, report actual sales performance against targets, and generate sales commissions.
* Audit and release a various monthly P&L reports such as: Discounts & allowances, Sales quantities and NSP for all distribution channels (KA, WH, and Retail).

## Accountant

**Company Name:** Metro Trading Co.

**Location:** Syria – Lattakia – 8 March St.

**Company Industry:** Food ProductsImporting and Distribution.

**Span:** 23\12\2005 – 04\04\2006.

**Job Description:**

* Perform data entry of all business transactions; sales, load, un-load, offers, cash flows.
* Perform daily stock count for sales vans and land, and reporting to the financial manager.
* Review AR statements of account.
* Assist in preparing financial statements:
* Generate annual entries of depreciation, and amortization of expenses & payments, if any.
* Generate ledger accounts for: accruals, prepayments, & unearned revenues.
* Prepare trial balance after adjustments.

## Accountant

**Company Name:** Saud Moubayed Trading Co.

**Location:** Syria – Lattakia – Baghdad St.

**Company Industry:** Sanitary waresImporting and Distribution.

**Span:** 11\06\2005 – 14\12\2005.

**Job Description:**

* Making all necessary measures to close each importing operation to its cost pool account, and that received quantity is in compliance with the proforma invoice.
* Perform data entry of all business transactions; sales, and discounts & allowances, and reporting to senior accountant.
* Review AR statements of account.
* Review bank statements of account, and generate reconciliation report.

## Accountant

**Company Name:** Dahhan Trading Co.

**Location:** Syria - Lattakia - 8 March St.

**Company Industry:** Food ProductsImporting and Distribution.

**Span:** 07\09\2004 – 07\06\2005.

**Job Description:**

* Making all necessary measures to close each importing operation to its cost pool account, and that received quantity is in compliance with the proforma invoice.
* Perform data entry of all business transactions; sales, load, discounts, and reporting to general manager.
* Perform daily stock count, and reporting to general manager.
* Control cash flows such as: AR payments, transfers.
* Review AR statements of account.
* Preparing financial statements.

## Training Courses

### Microsoft Outlook 2010 Level 1&2

**Duration:** 14\12\2013 – 17\12\2013.

**Institution:** New Horizons Center.

**Location:** Egypt – Alexandria – Roushdy.

### Excel Applications for HR Professionals

**Duration:** 23\02\2013 – 16\03\2013.

**Institution:** ElNour Center for Human and Industrial Development.

**Location:** Egypt – Sumoha- Bahaa Aldeen Alghatori.

### Pre TOFEL Level One

**Duration:** 25\09\2010 – 29\11\2010.

**Institution:** Rai Language Center.

**Location:** Syria - Lattakia.

**Degree:** (96%) excellent.

### German Beginner

**Duration:** 05\08\2010 – 20\10\2010.

**Institution:** Baghdad Language Center.

**Location:** Syria - Lattakia.

### Sales Planning in English

**Duration:** 24\11\2009 – 24\11\2009.

**Institution:** Homs Trading Chamber in Cooperation with SEBC.

**Location:** Syria - Homs.

### Intermediate Accounting in English

**Duration:** 05\05\2008 – 28\08\2008.

**Institution:** Sham International Academy.

**Location:** Syria - Lattakia.

### Life Time Management

**Duration:** 25\08\2007 – 29\08\2007.

**Institution:** ILLAF Training Center.

**Location:** Syria - Lattakia.

### Master Degree English Course

**Duration:** 01\10\2005 – 31\12\2005.

**Institution:** Tishreen High Institute for Languages.

**Location:** Syria - Lattakia.

**Degree:** (64.2%) Good.

### English Conversation

**Duration:** 05\10\2002 – 03\12\2002.

**Institution:** Rai Language Center.

**Location:** Syria - Lattakia.

**Degree:** (90.2%) Excellent

## Skills

### Office Programs (Word – Excel – Power Point – Outlook – InfoPath)

**Level:** Very Good.

### Accounting Programs (Almohaseb – Alanzemeh – Aledari – Alameen)

**Level:** Very Good.

### Statistical Programs (SPSS)

**Level:** Good.

### Managerial Studies(Financial Reports – Systems Analysis – Feasibility Study)

### Level: Very Good.

## Languages

### Arabic

**Level:** Perfect (Mother Language).

### English

**Level:** **Reading:** Very Good - **Writing:** Very Good - **Conversation:** Good.

### German

**Level:** Beginner.

### Turkish

**Level:** Beginner.

## Appreciation Certificates

**Bonus for Excellence in Work**

**Source:** Financial Management – Madar Egypt Group.
**Date:** 2014.

**Certificate of end of Service**

**Source:** Human Resources – Katakit Co.
**Date:** 2012.

**Letter of Recommendation**

**Source:** Dr. Salah Sheikh Deeb – Tishreen University.
**Date:** 2012.

**End of Year Employee Valuation with Perfect Degree 92, 77 %**

**Source:** Financial Manager – Katakit Co.
**Date:** 2010.

**End of Year Employee Valuation with Perfect Degree 99, 42 %**

**Source:** Financial Manager – Katakit Co.
**Date:** 2008.

**Educational Recognition Award**

**Source:** Human Resources – Katakit Co.
**Date:** 2008.

**Thanks Letter with Bonus for Perfect Ending of Financial Tasks**

**Source:** Human Resources – Katakit Co.
**Date:** 2008.

**End of Year Employee Valuation with Perfect Degree 90, 61 %**

**Source:** Financial Manager – Katakit Co.
**Date:** 2007.

**End of service recommendation**

**Source:** GM of Dahhan Trading Co.
**Date:** 2005.

## References

**Prof. Salah Sheikh Deeb**

**Job Title:** Dean of Faculty of Finance and Administrative Sciences at the national university- Syria.
**Mobile:** 00963-944-626493.
**Email:** salahdeeb@hotmail.com

**Dr. Mostafa Nourallah**

**Job Title:** Postdoc fellow – University of Almeria.
**Mobile:** 0034-602138687.
**Email:** mostafa\_nourallah@hotmail.com

**Dr. Husain Kousairy**

**Job Title:** Lecturer at Tishreen University - Syria.
**Mobile:** 00963-933-495642.
**Email Address:** husain\_ki@hotmail.com

## Memberships

**Member of Syrian Society for Economic sciences – 2009.**

## Personnel Values

**Excellent skills of delivering information to students, excellent communicator and team worker, lifelong learner, persistent academic researcher, up to date with Microsoft Office and technology in general.**

## Hobbies

**Reading - Translating – Music - Swimming.**