

WESSAM ZAREFAH – ACCOUNTS & ADMINISTRATION

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Profile

A highly motivated and driven finance manager with 9 years of experience in top level business environments. Confident, tenacious with a proven track record for first class account handling and client satisfaction. A broad knowledge of a wide range of financial practices, including credit control, budget handling and forecasting. An excellent communicator with a can-do approach to problem solving and resolution. Extremely meticulous with an eye for detail and positive outlook in often complex financial landscapes.

Work Experience

Finance Manager, Ninar Bake House- Syria

Apr 2015 till Aug 2019

Responsible for the handling of key financial accounts, financial collection, following up with financial cases and legal issues, and maximizing performance and cash flow.

Duties:

- Managing and driving the account team in order to achieve and exceed targets
- Working closely with management to strengthen key areas and target financial growth
- Monitoring account performance
- Gathering and presenting key data to senior managers and suggesting necessary reactions to detailed forecasts

- Creating and working to financial growth plans
- Maximizing performance of financial team

Distributer and Branch Manager, Three Stars Perfumes - Syria

Sep 2016 till Oct 2019

Duties:

- Develop implement and manage a detailed business plan using total team involvement and participate in establishing team sales and service goals
- Utilize and promote with the branch team usage of all available sales tools and resources on a regular basis and incorporate tools into the defined Sales Process to guide marketing and call plans
- Identify cultivate and expand key customer relationships through focused sales and referral activity to an assigned Small Business customer base

Branch Manager, Al Deyar Building Materials – Syria

Oct 2011 till Mar 2015

Duties:

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national market.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaising with finance department for timely payment of bills.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.

- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores

Core Skills:

- Strong financial and management skills
- Confident communicator, negotiator and decision maker
- Proven financial planner
- Thrives under the pressure of leadership and business targets
- Broad knowledge of financial management and client expectation
- Technically competent with extensive experience in a variety of software systems and databases.

Education

Bachelor Degree of Economics – Damascus University 2011

Major: Insurance & Banking

Computer Skills

Proficient with MS Word, Excel, and PowerPoint

Professional Courses

- ICDL (SCS, Syrian Computer Society) Syria
- Joined English Language Courses (Linguaphone Academic Course), Syria
- Completed and obtained a diploma in the Master Language test
- Completed and obtained a diploma in the National Test of Language
- Accounting Programs like: PeachTtree, Al Ameen, Maestrow, Teacher, Al Khawarizme

Languages

Arabic: Mother tongue

English: Good

Personal Details

Date of Birth: 20th Feb 1987

Place of Birth: Kuwait

Nationality: Syrian

Marital Status: Married

Visa status: Resident – transferable visa

Reference & Documents

Available upon request