

Ammar Nashawati

PERSONAL INFORMATION

Ammar Nashawati



📍 Gaziantep (Turkey)

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Sex Male | Date and place of birth 1986, Damascus-Syria

Nationality Dual Citizenship: Syrian, Turkish

Objective

Looking to attain a challenging job in finance and Accountings services.

Summary

- Nearly 7 years of total experience in Finance & Accounting.
- Very good experience in Finance reporting, budgeting and accountancy in Nonprofit sector with over 3 years in Nonprofit Sector.
- **B.A**, Accounting, **University of Damascus**, Syria 2010.
- **M.B.A**, Banking and Finance, Higher Institute of Business Administration (HIBA), Damascus, Syria, 2014.
- Energetic, dynamic, versatile, and enthusiastic team player, manage and motivate a wide range of people, hands-on approach delivers rapid results.
- Very good in Arabic and English.
- Advanced in MS office.

WORK EXPERIENCE

Finance/Budget Officer Jan 2016 – Aug 2017

International Rescue Committee
Antakya (Turkey)
www.rescue.org

1) Budgeting and Reporting:

- Preparation of all budgets versus actual reports on a monthly basis in donor currency to ensure maximum utilization of budgeted amounts. Provide recommendations for budget realignments as required.
- Consolidate and update grants spending plans information from program and finance departments on a monthly basis and to propose and prepare budget revisions as necessary.
- Preparation of the required donor financial reports for Budget Manager review.
- Assists in the preparation, revision and maintenance of country office detailed Operating Budget.
- Preparation and revision of grant budget proposals.
- Working with program staff in preparing and/or revising grants budgets to support new proposals or realignments to ensure adequate coverage of country office activities, operating costs and headquarters costs.

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- Preparation of US federal funding Letter of Credit –LOC report to HQ to ensure accurate appropriate balances are included to facilitate grants implementation.
- Assist in the development and preparation of Shared Program Cost allocation processes and methodology for overarching costs that comply with donor regulations on allowable costs
- Assist in Preparation of the monthly time sheets planning guidance worksheet to be sent to country office supervisors.
- Ensure the completeness of the grants financial documentation of the grant files.

2) Staff Training:

- Assist in providing training and support for the country office program and operational staff on proposal budgets, revisions and spending plans reports.

3) Accountancy:

- Ability to review all expenditure worksheets for accuracy and completeness.
- Review all payment documents for proper and adequate back-up.
- Review bank reconciliation monthly from main office Cashier and field site.
- Reviewing the Payroll sheet submitted by HR every month, outstanding personnel advances and charges related to each staff as per their unique codes, for recovery, and ensure that they are budgeted and have a proper coding according to ongoing grants.
- Full understanding of accounting cycle and month end close process.
- Adhere to Act at all times in accordance with country law and standards of accounting practice.
- Ability to do an analysis for ongoing budgets and for closing grants to check where are we in each grant (Over/under spend), and if the expenses charged to grant are allowable, reasonable and allocable.
- Provides country management and program staff with monthly actual-to-budget expenditure reports and analysis for all grants and Unrestricted funds.
- Ability to manage the finance department activities and schedules to meet the financial reporting requirements and deadlines specified by headquarter and donors.
- Have an enough background how to reconcile BS accounts on a monthly basis "balance sheet reconciliations" that are completed on a timely basis and those final reconciliations and trial balances are reviewed with the Finance head staff.
- Have a good knowledge how to manage non-base currency accounts and calculate the proper x-rate on a monthly basis.
- Do a revaluation of non-based currency accounts on a monthly basis before closing.
- Ensures that all policies and procedures are in compliance with IRC and funding source policies, procedures, and requirements for accounting and budgeting aspects especially month/year end closure procedures.

Business or sector INGO

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Finance Manager Jan 2015 – Dec 2015

Shafak Organization

Gaziantep (Turkey)

www.shafak.org

- Managing all aspects of day-to-day operations of accounting department.
- Assist in the implementation of Finance policies, procedures and systems and ensure compliance with SHAFAK's policies and procedures.
- Submit expenditure worksheets to the Finance Manager on or before 3rd of every subsequent month.
- Review all payment documents for proper and adequate back up.
- Review expenditure worksheets for accuracy and completeness.
- Liaison with Logistics, Administration and Projects, prepare commitment lists every month for financial obligations already entered into but not captured in financial reports.
- Prepare a bank reconciliation and send it to HQ by 3rd of every month.
- Liaison with bank on all banking issues.
- Ensure that statutory deductions are paid on time.
- Forward to the payroll Administrator every month, an outstanding personnel advances and charges related to taxes for recovery/Ensure that advances taken in a given month are liquidated appropriately.
- Review all POs and PRs for proper coding and budget adequacy before approval.
- Focal point and liaison between program teams and supply chain teams regarding payments for these programs.
- Follow up on documentation and forms required for payment.
- Monitor quality of documentation including beneficiary lists, receipts, monitoring templates etc.
- Coordinating the input from Program Managers for budget and spending plan reviews and Review funding allocations to enable proper guidance to programs and proper coding.
- Orderly filing of all finance related documents such payment vouchers, journal voucher and other finance documents.
- dealing with Accounting Software, especially Al-Ammen Accounting Software.
- In liaison with Logistics department, prepare commitment lists every month for Financial obligations already entered into but not captured in financial reports.
- Act at all times in accordance with law and standards of accounting practice.
- Review with the objective of gaining a clear understanding budget guidelines and instructions.
- Provide training to programme staff on finance issues.
- Serve as technical resource person for the accounting department.
- Produce monthly and quarterly reports to be reviewed by Finance Manager.
- Assist in budget preparation at the field level.
- Report to the Finance Manager any irregularities that occurs within the office, staff compound and sites on policy and procedures.

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- In coordination with supervisor, carry out appraisals for staff in the department.

Content and Marketing Supervisor Aug 2014–Dec 2014

NCOM CO. LTD, Istanbul (Turkey), Istanbul (Turkey)

www.ncomco.com

NCOM Co. is a company based in Fairfax, VA United States of America, provides world-class IT services and solutions to business and government clients in the US and around the world. Recently it's been launched a New Social Network that called "www.Salamalikum.com" website.

My key responsibilities may summarize in following:

- Manage website content.
- Manage growth rate.
- plan effective techniques for publishing the site among all over the world. ▪ Conduct a mechanism to contact and interact with targeted Audience.

Business or sector IT Services

Money exchanger & remittances Officer Mar 2012–Jan 2013

Al-Fuad Exchange Co., Damascus (Syria), Damascus (Syria)

www.alfuadexchange.com

- Performed as foreign currency exchanger, Receive and send remittances through WESTERN UNION.

Business or sector Financial and insurance activities

Accountant Jan 2009 – Feb 2012

Office Worlds Co., Damascus (Syria), Damascus (Syria)

www.officeworlds.com

- Responsible for the day-to-day financial operations including vouchers, supporting documents, electronic data-entry, and monthly closing process.
- Manage payroll for local staff.
- Ensure relevant, timely and accurate financial reports.
- Manage the finance activities and schedules to meet the financial reporting deadlines.
- Perform other duties as assigned.

Business or sector Office Supplies and Solutions

Accountant Jun 2007–Mar 2010

Al-Taib Resturant Chain, Damascus (Syria), Damascus (Syria)

- Manage inventories.
- Manage company accounts, customers, suppliers, and financial compliance.
- Manage payroll for local staff.
- Prepare company monthly and periodic financial performance reports in all branches.
- Prepare final quarterly budget reports and its subsidiaries.

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EDUCATION AND TRAINING

- Sep 2010–Jul 2014 **Master Of Business Administration (M.B.A)** Excellent
Higher Institute Of Business Administration (HIBA), Damascus (Syria), Damascus (Syria)
www.hiba.edu.sy
Banking & Finance Sciences Dept.
Thesis title: "The Impact of Financial Structure Elements Variables In Assessing The Financial Performance Of Banks"(A Comparative Analysis Study Between Jordanian Conventional And Islamic Banks For Period from 2006 to 2012)
- Sep 2005–Mar 2010 **Bachelor of Economics (B.A)** Very Good
Damascus (Syria)
www.damascusuniversity.edu.sy
Accounting Dept.
- In the process **Certified Management Accountant (CMA)**
- Part 1 – Financial Reporting, Planning, Performance, and Control
- Part 2 – Financial Decision Making

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B1	B1	B2
Turkish	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
[Common European Framework of Reference for Languages](#)

Communication skills

- Public relationship skills.
- Training skills.
- Experience in both individual and team work.
- Energetic, dynamic, versatile, and enthusiastic team player.
- motivate a wide range of people, hands-on approach delivers rapid results.

Organisational / managerial skills

- Well organized.
- Deliver work on schedule.
- Good organization skill.

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Job-related and Computer skills

- Hard working, patient and produce quality results.
- Fast in learning new skills.
- Advanced in MS suite applications; significant experience in MS Excel, and Certificate of Completion MS. Office Skills: Word - Excel - Access - PowerPoint- Outlook.
- Certificate of Completion Excel Skills: Strong knowledge with Finance & Investment Excel Functions.
- Adobe Photoshop CC skill: Ability to use Adobe Photoshop CC Program.
- SPSS Statistics Program: Ability to use SPSS (2.0) Statistics Program For financial analysis purposes and forecasting through using multiple linear/non-linear regression analysis (Model).
- Very good Knowledge in QuickBooks accounting Software.
- Excellent Knowledge in Al-Ameen accounting Software and other local software.
- Very good knowledge of Excel VBA and ability to design tools which serve and speed up out work in efficient and effective way.
- Available for travelling.

Driving licence B

ADDITIONAL INFORMATION

Publications **Publication of a research article in the Certified Scientific Journal (2014):**

Article title: "Evaluating The Financial Performance Of Jordanian Islamic And Conventional Banks By Using Indicators "CAMEL" Method" (A Comparative Analysis).

Publisher: Tishreen University Journal of economic and legal sciences. Official Website: (www.tishreen.edu.sy)

References References available upon request.