

## PERSONAL INFORMATION

## Wael AlFaqeer



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Sex Male | Date of birth 13/07/1990 | Nationality Syrian

## WORK EXPERIENCE

01/11/2010–05/09/2011

**Commercial Assistant**

Al Shatta Group, Damascus (Syria)

I used to be responsible about the cash flow, observing completion rates, coordinating with the sub-contractors, and supervising the treasurer of Al Doha Mall project.

05/09/2011–24/02/2013

**Accountant**

Al Shatta Group, Damascus (Syria)

I was in charge of all the accounting issues such as budgeting, preparing accounting reports, controlling payroll, and supervising all accounting transactions.

20/03/2013–14/12/2014

**Finance In-Charge**

FAKT L.L.C., Damascus (Syria)

My duties in this job is mainly about budgeting, determining financial policies and procedures, controlling cash operations and investment, analyzing and preparing financial reports, and auditing.

09/10/2015–16/05/2016

**Secondary education teaching professional**

Freelancer, Jeddah (Saudi Arabia)

Worked as a private tutor, providing at-home sessions for secondary-education students. Mathematics, physics and chemistry were the main subjects covered in those sessions.

15/10/2016–Present

**Accountant**

ARAH Trading Establishment, Jeddah (Saudi Arabia)

My main responsibilities include, but are not limited to:

- - Verifying and recording the expenditures of the main office and the showrooms.
- - Preparing income statements, and other financial reports.
- - Substantiating financial transactions by auditing documents.
- - Auditing invoices of the suppliers.
- - Auditing the daily ledger reports from the showrooms with each of the balance from the HQ account and the bank statement, in addition to reconciling financial discrepancies, if any, by collecting and analyzing account information.
- - Securing financial information by completing data base backups and properly archiving financial records.
- - Preparing payments by verifying documentation, and requesting disbursements.
- - Preparing employees' salaries by reviewing attendance log reports, calculating salaries, handing them to the employees, and correctly recording these salaries.

EDUCATION AND TRAINING

15/09/2007–01/11/2011

**Economy - Accounting**

Damascus University, Damascus (Syria)

As a part of my education, I have acquired knowledge and skills in the following fields:

- Accounting, inventory, and budgeting.
- Intermediate and Advanced accounting.
- Cost & Management accounting.
- Companies' accounting.
- Banking accounting
- Income taxation.
- Governmental and not-for-profit accounting.
- GAAP.
- Accounting theory.
- Financial reporting and auditing.
- Analysis of financial statements.

01/10/2007–10/09/2011

**Translation**

Open Learning System - Damascus University, Damascus (Syria)

15/11/2011–Present

**MBAP**

Syrian Virtual University, Damascus (Syria)

Subject Covered:

- Marketing.
- Human Resources Management.
- Principles Of Management.
- Managerial Economics.
- Financial Management.
- Operations Management.
- Organizational Behavior.
- Strategy.
- Project Management.
- International Marketing and Trading.
- Management Information Systems.
- Business Research Methods.
- Data Analysis by Computer.
- Business Law.

PERSONAL SKILLS

Mother tongue(s) Arabic

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
TOEFL iBT (91 of 120)					
German	A1	A1	A1	A1	A1
Duolingo German Fluency: Elementary (Estimated)					

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

- Excellent communication skills .
- Able to get along well with co-workers and accept supervision.
- Flexible, willing to try new things and interested in improving efficiency on assigned tasks.
- Confident in all of my interactions with others.

Organisational / managerial skills

- Analytical and systematic thinking skills gained through my experience as an Engineer.
- The ability to work under pressure gained through my experience as project manager.
- Attention to Details - Concerned with quality. Produce work that is orderly and attractive. Ensure tasks are completed correctly and on time.
- Time management skills
- Creative, able to think outside the box and solve problems in non-traditional ways.

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital competences - Self-assessment grid

ICDL 4.0 Certificate in 2008, certified by UNESCO.

Passed an Excel Expert course in 2011.

Excellent command of Microsoft Office 2010 ( Excel –Word –Access...)

Driving licence

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