



## Curriculum Vitae

### ***Omar Abou Rokbeh***

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#### **1- Address & contacts**

Address : Muhajreen, Damascus,

Syria. Mobile: 0938191856

E-mail : [omaraborokbeh@gmail.com](mailto:omaraborokbeh@gmail.com)

#### **2- Personal Information**

First Name : Omar

Family Name : Abou Rokbeh

Date of Birth : 21/7/1979

Place of Birth : Daraa, Nawa

Marital Status : married

Nationality : Syrian

Military Service: Done.

### **3- Education**

<b>Year</b>	<b>Degree Obtained</b>	<b>Institution</b>
2022	PHD in Auditing.	Damascus University
2014	MSC in Auditing.(Master of Scientific certificate)	Damascus University
2010	Certified Accountant 2010	Ministry of Finance
2007	University Degree. (Faculty of Economics, Accounting Major.)	Damascus University
2003	Commercial certificate Baccalaureate	Education Ministry.
1999	Commercial Institute Degree	Damascus University.
1996	Commercial certificate Baccalaureate	Education Ministry

### **4- Training Courses & conferences**

<b>Year</b>	<b>Course Title</b>	<b>Institution</b>
2010	International Accounting Standards	Syrian Certified Accountants Association.
2010	Certified Accountant Course.	Syrian Certified Accountants Association.
2009	The 4 <sup>th</sup> Islamic Banks & Financial Institutions Conference in Syria.	Al-Salam for conferences and exhibitions (Dedeman Hotel- Damascus)
2008	Project Management	European Center / Ministry of Finance

## 5- Experience Record

Year	Company & Location	Position & Description
2022 - 2023	Damascus university Open learning programs,	A lecturer for some of accounting department courses, which are: - agricultural Accounting - private Accounting 2 - Corporate Accounting - Accounting Principles 2
2016 – to present	Individual office Syrian Certified Auditor	owner as Practitioner Syrian Certified Public Accountant
2013 – to 2016	Madar Group For Chemicals.	<p>Internal Auditor.</p> <ul style="list-style-type: none"> <li>- Checking Accounts</li> <li>- Investigating for Errors and problems in accounts</li> <li>- Set up Documentary Cycle and Follow up.</li> <li>- Generating ideas to maximize assignment profitability.</li> <li>- Identifying areas of potential efficiency improvements.</li> <li>- Involved in financial reporting, compliance &amp; integrations.</li> <li>- Compiling reports of audit results to senior managers</li> </ul>

<p>2009 – to 2013</p>	<p>AL-Zamel for Accounting and Auditing:</p> <ul style="list-style-type: none"> <li>- Trust Insurance Company/ Syria</li> <li>- Shahabander Palace Hotel.</li> <li>- Coral Julia Dumna Hotel/ Aleppo</li> <li>- Julia Dumna Café.</li> <li>- Sama Art Production.</li> <li>- Sham star Co.Ltd.</li> <li>- AL-Hajjar Co.</li> <li>- Armitaj Hotel.</li> <li>- Budget Rent a Car.</li> </ul>	<p>Auditor.</p> <ul style="list-style-type: none"> <li>- Checking Accounts</li> <li>- Investigating for Errors and problems in accounts</li> <li>- Preparing monthly report</li> <li>- Responsible for preparing Accounts</li> <li>- Prepared Auditing reports</li> <li>- Re-evaluation reports</li> <li>- Internal Auditing.</li> <li>- Preparing Financial Statements.</li> <li>- Preparing Tax Declaration.</li> </ul>
<p>2005- 2009</p>	<p>General Directorate of Customs Damascus (Public Sector )</p>	<p>Chief Accountant :</p> <ul style="list-style-type: none"> <li>- prepared a Budget of years 2006 to 2009 to Submit for Budget committee</li> <li>- responsible for Issuing payment Vouchers</li> <li>- responsible for periodically reports about Expenses for comparison</li> <li>- Controlled Banks accounts</li> <li>- Carried out reconciliation monthly</li> <li>- Responsible for Ending accounts ( special records for public sector )</li> </ul>

2004 – 2005	The general company of Electricity – Damascus (Public sector )	Inventory Accounts Controller - Responsible for Registering Items in and out - Controlled Items Balance - Responsible for periodicall
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## **6- Computer Skills**

Microsoft Windows, Microsoft Office, Excel, Internet.

Accounting Programs, Alameen, Sahli Soft, Quick Books.....etc.

## **7- Languages**

Arabic: Mother Tongue.

English: very good (speaking, reading & writing).

## **8- Skills and Qualifications**

Good organizational and interpersonal skills. Good motivational and leadership skills. Energetic, Flexible, confident and outgoing. Responsible, reliable and a team worker. Good Leader

## **9- References**

All references will be provided upon request.

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End of curriculum vitae.

*Omar.*