

# Munther Al-kawadri



I am writing to express myself as a highly motivated, confident person with exceptional multi-tasking and organizational skills. Having global business experience in Coaching, financial, information systems, operational and regulatory auditing, business process evaluation and design, auditing and fraud investigation. I believe that my education and professional experience are appropriate for joining your team, as you are one of the leaders' company.

## Personal Information:

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| • <b>Date of Birth:</b> 07/03/1986   | • <b>Education:</b> PhD, MSc, BSc.                     |
| • <b>Gender:</b> Male  | • <b>Experience:</b> Financial, HR System. Consultant. |
| • <b>Nationality:</b> Syrian. Lebanon Residency  | • <b>Level:</b> Manager                                |
| • <b>Mobile:</b> +963 933 932 342  | • <b>Interests:</b> Consultant, Finance and HR.        |
| • <b>Marital Status:</b> Single  | • <b>Language Fluency:</b> English & Arabic            |
| • <b>Email:</b> <a href="mailto:Munzer.alkawadri@gmail.com">Munzer.alkawadri@gmail.com</a> | • <b>Highly motivated, hardworking individual</b>      |

## Career Achievements:

**Aman Dimashq Co.**  
Chief Financial Officer

**Damascus, Syria**  
April 2021 – until now

### **Achievements:**

- Advising on long-term business and financial planning.
- Providing strategic recommendations to the CEO/president and members of the executive management team.
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all-financial reporting.
- Establishing and developing relations with senior management and external partners and stakeholders.
- Perform risk management by analyzing the organization's liabilities and investments.
- Decide on investment strategies by considering cash and liquidity risks.
- Ensure cash flow is appropriate for the organization's operations.
- Providing leadership, direction and management of the finance and accounting team.
- Ensure compliance with the law and company's policies.
- Reviewing all formal finance, HR and IT related procedures.

**UCDC Advisory S.A.L (Offshore)**  
Manager Business Consultant

**Down town Beirut, Lebanon**  
Nov 2017 – Feb 2021

### **Achievements:**

- Managed project resources to ensure that projects handled are executed, controlled, and monitored in a way to deliver the expected results on-time, on-budget, and at a quality level satisfying requirements and customer expectations.
- Managed project budgets, billing, costs, and achieved considerable cuts in costs in many projects while maintaining the timeframe and project scope.
- Participated in developing project management policies, procedures, and documentation.
- Provide a client with the type of financial system that would easily track financial events, provide financial information significant to the financial management of the company, and/or required for the preparation of financial statements.
- Consider all the aspects of a client financial system, whether automated or manual to help a client integrate and improve all procedures, controls, data, hardware, and support personnel involved in his/her financial operations.
- Prepare Financial, HR Systems, and all Feasibility studies.
- Prepare Financial and Operation systems.
- Prepare costing systems.
- Prepare Loss and Cost Reduction Systems.
- Reviewing and Improving Accounting Operations.
- Prepare Projection and Forecasts Systems Compensation (Job Analysis, Job Descriptions, Job Evaluation, Job Classification, Salary Surveys, and Salary Structure).
- Prepare Policies and Procedures, Succession Planning, and Manpower Planning.

**Talas Treading Company. FMCG**  
Financial Manager

**Damascus, Syria**  
July 2014 – Oct 2017

**Achievements:**

- Oversee the maintenance of the general and subsidiary ledgers and ensure accurate recording of revenues, costs, expenses, assets, and liabilities.
- Develop control procedures to ensure accurate financial systems maintenance.
- Direct and plan according to activities required for monthly and annual general ledger closing and the timely preparation of financial reports.
- Assist in implementing the adopted policies and procedures in accounting transactions and comply with management requirements, financial regulations, International Financial Reporting Standards (IFRS).
- Provide directions to the accounting functions seniors and supervisors to ensure timely and accurate recording, processing, and reporting.
- Assist the accounting functions, seniors and supervisors, in the implementation of International Financial Reporting Standards (IFRS).
- Prepare and/or manage the preparation of worksheets and analyses required to support the audit functions.
- Ensure timely completion of monthly, quarterly, and year and closings.
- Interact with internal auditors, and prepare schedules and worksheets as required, respond to auditors' queries and oversee implementation of agreed recommendations.
- Identify improvements and new applications for automated accounting systems; coordinate with the information Technology (IT) Department in the design for finance-related applications to ensure compatibility with the existing system.
- Compilation of information and preparation of schedules required by internal and independent auditors.
- Carry out all other duties within the areas of accounting as and when requested by the management.
- Assist in the development of an effective training plan for staff members.

**Talal Abu Ghazaleh & Co. TAG Consulting.**  
Senior Accountant

**Damascus, Syria**  
Jan 2011 - Jun 2014

**Achievements:**

- Recording and documenting financial transactions.
- Reconciling accounts on a daily, weekly, or monthly basis.
- Finding out how to evaluate and record the costs of services and how to assign costs to different departments and other organizational units of businesses.
- Examining accounting records, financial statements, and other financial reports to assess accuracy, comprehensiveness, and conformance with reporting and procedural standards
- Projecting revenue and expenses.
- Performing financial investigations, undertaking audits, composing reports, and detecting fraud.
- Computing taxes owed and preparing tax returns.
- Preparing financial reports for presentation to boards of directors, members of management, creditors, shareholders, and statutory bodies on a regular basis or when requested.
- Providing financial and taxation advice to management on business structures, plans, and operations.
- Interacting with bankers and brokers to create fund-management arrangements.
- Designing internal accounting controls to minimize errors in business records.
- Creating, implementing, altering, and documenting accounting systems.
- Reporting to management regarding finances.

**Talal Abu Ghazaleh & Co. TAG Consulting.**  
Business and Management Consultant

**Damascus, Syria**  
June 2010 - June 2014

**Achievements:**

- Covering all HR department task (coaching, training, evaluating, field visits, interviewing, recruiting and orientation, etc.)
- Building the HR team, developing, advising, implementing and communicating the companies' policies and procedures.
- Identify and assess training needs.
- Validating all the new labor law problems and details, coordinate with the top management level to transfer these plans
- Develop and maintain the marketing strategy for both internal and external customers.
- Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
- Support and analyze the problems of the customers, plan a strategy to help correct the problems and then make a total evaluation on how the business are going to execute the plan.
- Check out and monitor any trends to improve existing Services\ products that may need the extra help.

- Read financial reports and articles in the news media, and look at information in databases and the Internet.
- Reviewing financial statements, evaluating competitors, and analyzing business practices.
- Develop a new business model or prepare recommendations and present them to the client.
- Supervising the operation of preparing Final Account & Financial Statements.
- Market Study & Market Analyses.
- Building Financial Models for Feasibility Studies.
- Auditing all Feasibility Studies.
- Preparing annual budget and forecast cash flow for Feasibility Studies.
- Designing all Financial Policies and Procedures.
- Building Administration Systems.
- Designing all Management Policies and Procedures.
- Applying and Auditing all Administration and Financial System.
- Auditing all Technical and Financial Study for Feasibility Studies.
- Preparing and Analyses Financial Studies.
- Evaluating all Real Estate Projects.
- Communicate with managers, supervisors, co-workers, customers, and represents in the County

**Sham Holding Company. (Syrian Pearl Air Lines)**

Finance Assistant

**Damascus, Syria**

Apr 2009 to May 2010

**Achievements:**

- Coordinate and manage accounts payables and receivables.
- Perform reconciliation for various bank accounts.
- Follows up of financial accounts, preparation of financial records, statements, and reports.
- Ensures the proper receipt, management, safeguarding, and disbursement of all funds.
- Review-modification, initiation, and implementation of internal control procedures.
- Analyze internal expenditures statements.
- Review of detail general ledger transactions; prepare monthly accruals, re-accruals, and re-classes.
- Supervising the implementation of accounting principles and the company financial policies and procedures.
- Confirm financial status by monitoring revenue and expenses, coordinating the collection, consolidation, and evaluation of financial data, preparing special financial reports.
- Accomplish accounting human resource objectives by recruiting, selecting, orienting, training, assigning scheduling, coaching, counseling, and disciplining employees.
- Guide other departments by researching and interpreting accounting policy, applying observations and recommendations to operational issues.
- Maintain financial security by applying internal controls.
- Avoid legal challenges by understanding current and proposed legislation; enforcing accounting regulations, recommending the new procedures.
- Protect the organization's value by keeping information confidential.

**TRAINING**

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- **SCPA** Syrian Certified Public Accounting.
- **IACPA** International Arabic Certified Public Accounting.
- **CBAP** Certified Business Analysis Professional.
- **PASD** Professional Accounting Software Diploma, Al-Handasi center.
- **ICDL** Course Al-Ghad institute.
- **Al Ameen** Accounting software, Damascus, Al-Handasi center.

**EDUCATION**

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**Damascus University**

PhD of Business Administration and Marketing

**Damascus, Syria**

May 2013- June 2021

**Damascus University**

Master of Business Administration and Marketing.

**Damascus, Syria**

Nov 2008- Apr 2011

**Damascus University**

B.Sc., Business Administration (Faculty of Business)

**Damascus, Syria**

Oct 2004- Aug 2007

**Damascus University**

B.Sc., Law Studied (Faculty of law)

**Damascus, Syria**

Sept 2012- Present

**Social network**

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I have my own Business and consulting page on Facebook, called **Al-Hekma consulting** under the link:  
<https://www.facebook.com/Al-Hekma-Consulting-1763807990499059/>