**SAMER ADI**

**Oman – Mobile: 00968 99793231**

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***PERSONAL INFORMATIONS:***

* Nationality: Syrian
* Marital status: Married
* Place & date of birth: Hama 20 July 1985.
* Visa Status: Omani Resident Visa.
* Driving License: Omani / Syrian driving license.

***OBJECTIVE:***

As a highly dynamic and action-oriented professional, I am presently seeking to join an organization that offers both success and career advancement.

***EDUCITIONAL BACKGROUND:***

* Bachelor of Economic (Computer and Information Systems in Management & Accounting) - Aleppo University (2003 – 2008).

***PROFESSIONAL EXPERIENCES:***

* **Marketing Manager - Yousef Abdulwadod Company**

**Healthy Beverages (GREEN COLA) – Oman**

**December 2016 till Present**

**THE MAIN TASKS:**

* Preparing the Feasibility study for the project
* Preparing the pricing studies in the local and foreign markets in coordination with sales department.
* Prepare the marketing strategy & marketing plan for targeted markets in Oman and other Gulf countries.
* Follow up the implementation of marketing plan in coordination with the sales department and ensure its implemented in a proper way.
* Continence reviewing and analyzing the market parameters such as customer’s behavior, competitor’s behavior and their activities.
* Meeting with the potential clients and keep periodic communication with existing clients.
* Preparing the promotional campaigns for the company products, and follow up the campaign's results in coordination with sales department.
* Reviewing the sales achievements reports and preparing the Marketing and Sales performance reports.
* Periodic analysis for our Markets and suggest steps to improve sales results.
* Preparing reports which reflect reality of marketing and target markets.

**Tasks as an Administration Manager -During Company establishment.**

* Make an Recruitment Agreements with specialized companies.
* Follow up internal & External recruitment process.
* Follow up all issues related to personnel including (Salaries, accommodations, Time Record, Transportation, Social Security….etc)
* Supervise public relation officers work including (necessary licenses from government agencies, workers resident cards, ….etc)
* Follow up signing agreements with all suppliers.
* Carry out the work of the Secretary of the Board of Directors and coordinate all their work
* Follow up all issues related to insurance, customs, shipping and storage.
* أسفل النموذج**Internal Control Senior Officer - AL BARAKA BANK - Syria**

**November 2014 till December 2016**

**THE MAIN TASKS:**

* Control all customers' accounts such as (New accounts, Re-activated accounts, suspended accounts…)
* Daily control all (irregular accounts, overdraft accounts, and Income and expenses accounts).
* Supervise the commitment of all bank departments and branches in applying approved bank commissions.
* Auditing daily operations of all branches, detects mistakes, and follow up the correction process.
* Develop appropriate mechanisms to reduce the occurrence and recurrence of mistakes.
* Prepare periodic reports on bank operations and activities.
* Visit the bank branches and the prepare reports based on these visits.
* Member of the pricing committee as representative of the financial department.
* Prepare commissions and profitability reports for the bank.
* **Chief Accountant - TTS TECHNOLOGY EGYPT FOR PETROLEUM SERVICES**

**(One of El Madain Holding Group)- Egypt**

**April 2014 – September 2014.**

**THE MAIN TASKS:**

* Supervise the daily financial operations with clients, banks and sister companies.
* Supervise the Periodic inventory of warehouses.
* Follow up the financial collections and payment mechanism.
* Prepare the financial reports include (Budget, Final Accounts,…..etc.) and follow up with external auditor.
* **CHAM ISLAMIC** **BANK (February 2009 till March 2014.)**
* **Reporting Supervisor- Financial Department**

**October 2012 - March 2014**

**THE MAIN TASKS:**

* Organize and coordinate with the Central Bank of Syria relating the bank financial reports.
* Receive and circulars decisions of the Central Bank of Syria.
* Prepare and Organize bank financial reports after receiving a necessary information from many departments (Finance, Treasury, Trade Finance, Risk, Operation) and organize meetings internally and with the Central Bank of Syria to discuss these reports.
* Follow up systemizes of the reports with IT department.
* **Collection Supervisor – Branch Affairs Department.**

**March 2012 – September 2012.**

**THE MAIN TASKS:**

* Prepare the monthly and quarterly collection plans for all branches.
* Supervise the work of department staff in branches according Collection Plan.
* Create a monthly and quarterly reports which reflect department result to GM.
* **Corporate Credit Officer -Hama Branch.**

**September 2010 - December 2011.**

**THE MAIN TASKS:**

* Visit and enticement the VIP customers.
* Study the credit case for companies and collect the required documents.
* Follow up approvals from the credit authority.
* Follow up credit affair progresses till its expiration.
* **Customers Service Officer -Hama Branch.**

**August 2009 - September 2010.**

**THE MAIN TASKS:**

* Open accounts: current, saving for individuals and institutions.
* Launch the fixed deposits.
* Cards delivering.
* Responding to the customers' requests.
  + - * **Teller -Hama Branch.**

**February 2009 to July 2009.**

**THE MAIN TASKS:**

* Cash deposit.
* Cash withdraw.
* Cheques withdraw and collection.
* Inventory and replenishment the ATM.

***OTHER COURSES:***

* Market Leader (English Course) in Lingua Land – Hama

(07/08/2007 – 17/10/2007).

* Human Development Courses with Junior Chamber International (JCI).
* JCI Presenter
* Success and the art of negotiation
* Active listening
* Finance and Investment Course in Cham Bank Training Center.

***LANGUAGES:***

* Arabic: as a mother language.
* English: very good (writing and conversation).

***OTHER SKILLS:***

* Computer skills: Ms. Office, Networking, E-Commerce, Accounting software, Banking Investment Management System (IMAL), Microsoft Dynamic GP and Microsoft Dynamic AX.
* Good knowledge in financial and credit analysing.
* High skills in dealing with customers.
* Good knowledge in economics' issues and trading roles.

***SOCIAL ACTIVITIES:***

* Active member in Junior Chamber International (JCI).