

# ZOHOR ABBAS

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## SUMMARY

Skilled financial leader knowledgeable about accounting practices, principles and requirements. Successfully maintains compliant, accurate and cost-effective financial operations for different type of businesses. Over 8 years in field with stellar record.

## EXPERIENCE

**Treasurer & Office Administrator**, 12/2021 - Current

**L-Company For Construction** - Basra, Iraq

- Created quarterly and annual budgets to support organizational needs and expenses.
- Evaluated financial information to determine present and future financial performance.
- Reviewed and evaluated banking fees, credits and investment options to increase potential returns.
- Reconciled accounts with statements and invoices on monthly basis, investigating and resolving discrepancies to maintain records accuracy.
- Liaised with banks and other capital providers to maintain continuous access to capital.
- Provided strategic leadership to advise executive team on liquidity needs, investments and capital and debt management.
- Developed annual budget and compared actual expenses against projected budget.
- Managed accounting, payroll and financial reporting activities.

**Proposal Writing**, 01/2021 - 11/2022

**Waad Organization** - Baghdad, Iraq

- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Researched and wrote informative and accurate articles for various publications.
- Attended team meetings to discuss projects, brainstorm ideas and put forward solutions to issues.
- Organized and tracked multiple projects to meet tight deadlines.
- Updated instruction booklets and publications.
- Planned writing project stages and outlines and organized output to improve workflow.
- Provided timely information and work output to supervisors and team members.

## SKILLS

- Financial Data Evaluation
- Excel Proficiency
- Balance Sheet Management
- Month-End and Year-End Closings
- Management Accounting
- Financial Document Review
- Computer Skills
- Team Management
- Friendly, Positive Attitude
- Relationship Building

## LANGUAGES

**Arabic:** First Language

**English:**

C1

Advanced

## CERTIFICATIONS

- Stress Management Training - 2017
- Making Business Decision License - 2018
- Civil Defense & First Aid Training - 2018
- Human Resource Management Training - 2022

**Tender Coordinator**, 01/2019 - 01/2021

**Soor Dubai General Trading & Contracting** - Dubai, UAE

- Notified employees of incoming shipments and estimated delivery times.
- Suggested materials to clients with specific needs to achieve functionality and style needs.
- Selected appropriate parts for different shoes and client wishes based on accessibility, inventories and designs.
- Kept detailed track and optimal management of inventory and materials needed for general and specific projects.
- Understood and followed oral and written directions.
- Identified needs of customers promptly and efficiently.
- Exceeded customer satisfaction by finding creative solutions to problems.

**Accountant**, 07/2015 - 12/2018

**Syriatel Mobil Telecom** - Homs, Syria

- Prepared monthly and year-end closing statements, financial documents and invoices.
- Maintained accurate invoice summaries and collection records to enhance monitoring of billing and cash inflows.
- Monitored balance sheets and income statements to evaluate financial performance.
- Verified documented and requested disbursements to facilitate payments.
- Analyzed monthly department budgeting and accounting reports to maintain expenditure controls.
- Reviewed financial information detailing assets, liabilities and capital and prepared balance sheets and profit and loss statements.
- Tracked employee payroll processes to verify timely reporting and avoid late fees.
- Completed budget plans for approval and submission by managerial staff.
- Conducted forecasting and risk analysis assessments to maintain financial stability.

## **EDUCATION AND TRAINING**

06/2015

**Bachelor Of Science**, Business Administration

**AL Baath University**, Homs, Syria