

# WASSEM GHANNOUM

Dahiyat Qudsaia, Damascus, Syria

Phone +963-11-345 3162

Mobile +963-933 449 774

[waseem.ghanoum81@gmail.com](mailto:waseem.ghanoum81@gmail.com)

*Secure a responsible position in account management, sharing my over 15 years of experience and advanced accounting abilities to effect employer growth and success.*

## EXPERIENCE

**DATES FROM 01 OCTOBER 2021 – OCTOBER 2023**

**GENERAL MAINTENANCE ACCOUNTANT, EMMATEL, DAMASCUS, SYRIA**

- Posting internal and external purchase invoices
- Posting sales invoices
- Monthly inventory for the maintenance centers
- Monthly closing entries for advance payments, funds and guarantees
- Commissions for maintenance technicians and receptionists

**DATES FROM 13<sup>TH</sup> August 2007 – SEPTEMBER 2021**

**ACCOUNTANT AT PROCUREMENT DEPARTMENT, MABCO, DAMASCUS, SYRIA**

- Prepare bimonthly orders for spare parts materials to import them from external sources (China and UAE) for brands of Sony, HTC, Samsung, Apple, Huawei and Xiaomi. Then calculate the cost of goods, add the shipping cost and customs clearance to choose the best source.
- Matching the Packing list with the arriving packages in terms of number, content, and weight, and communicating with the supplier if differences exist to compensate later.
- Prepare advance for monthly local purchases (spare parts and tools for technicians).
- Receive and record bank cash, checks, and vouchers.
- Determine the percentage of fined warehouse keepers after the annual inventory.
- Establish tables of accounts and assign entries to proper accounts.
- Prepare, examine, or analyze accounting records
- Prepare monthly price list for mobile's spare parts.
- Adjust inventory parts quantities for all MABCO branches in Syria.
- Download service manuals and bulletins for the new models and update for the other models.
- Definition and pricing of new materials at the warehouse.

**DATES FROM JANUARY – JULY 2007**

**ACCOUNTANT & CASHIER SUPERVISOR, RASLAN FOR HEATING & COOLING DEVICES (AFCO), DAMASCUS, SYRIA**

- Definition and pricing of new materials at the warehouse.
- Handling orders and issuing sales invoices.
- Distribution of customers' orders to the warehouse staff.
- Demanding customer's monthly payments required for them.

**DATES FROM DECEMBER 2005 – DECEMBER 2006**

**RECEIVABLE ACCOUNTANT SUPERVISOR, HAMSHO INFORMATION TECHNOLOGY COMPANY (ENTRIVIEW TV SETS DEPARTMENT), DAMASCUS, SYRIA**

- Handling orders and issuing sales invoices.
- Input the collected amounts from customers in their accounts.
- Calculate the Sales Department commissions.
- Registering the employees advances entries in their accounts.
- Registering the contracts data (Materials, Expenses, Profit and taxes).
- Handling all the word, excel and access tasks in the accounting department.

**DATES FROM JANUARY 2005 – NOVEMBER 2005**

**ACCOUNTANT, HAMSHO INFORMATION TECHNOLOGY COMPANY (EPSON PRINTERS DEPARTMENT), DAMASCUS, SYRIA**

- Issue sales invoices.
- Deliver receipts to the company's head office
- Prepare monthly report for the incomes of the company's sales.

**DATES FROM JULY – DECEMBER 2004**

**ACCOUNTANT EXECUTIVE, BECKER FOR FINANCIAL SOLUTIONS, DAMASCUS, SYRIA**

- Handle invoices
- Train companies' staff on Al Ameen Accounting Program

## **EDUCATION**

SEPTMBER 2004

**BACHELOR IN ACCOUNTING**, FACULTY OF ECONOMY, DAMASCUS UNIVERSITY

## **SKILLS**

- Accounting Programs – Al Ameen
- ACCPAC Advantage Program
- Microsoft Office

## **LANGUAGES**

- English: perfect
- French: moderate

## **REFERENCES**

- Available upon request