

Mithal Nidal Tabbal

Address: Syria - Damascus.
Telephone: 00963994515048.
Email: Mithal.Tabbal@gmail.com.
Date & Place of birth:
03/09/1987 – Syria
Marital status: Married

Objective:

- To be a professional active Financial by using my experience in Finance and management.
- Developing my skills and capabilities.
- I am exciting to find a challenging career, which makes me create an excellent path at work.

Education:

Damascus University Accounting Department.

Language

- **Arabic:** Native speaker.
- **English:** Good - speak, write and read.
- **Turkish:** Beginner - speak, write and read.

Computer Knowledge:

- Proficient with MS Office (Excel - Word - PowerPoint - Microsoft Teams - OneDrive - outlook).
- Experience with accounting procedures and using financial software (QuickBooks - Al ameen).
- Proficient with OCHA system (GMS).
- Experience in Autocad (2d, 3d).

Technical skills:

01. Excellent analytical and numerical skills

03. Familiar with Turkish law and legal documentation.

02. Knowledge of financial regulations.

04. Experience dealing with audits, third party and spot check.



Experience:

From Oct 2022 until now at ATAA Humanitarian Relief Association in Gaziantep which is a A non-profit civil society organization, responding to the Syrian humanitarian crisis, provides humanitarian services to those who deserve it with dignity and benevolence.

Working on relief projects (Education - FSL - NFI - Livelihood- Shelter - CCCM).

In addition to seasonal campaignsthat meet the growing need.

Finance Coordinator From 2022 until now:

Preparing financial reports to donors.

- Providing expert financial support to the project so that every department has what it needs.
- Improving and redesigning processes.
- Monitoring transactions in accounts payable and receivable.
- Handling utility and other bills swiftly.
- Ensuring accurate billing of vendors.
- Handling billing problems and disputes.
- Liaising with various parties to gather and share relevant information.
- Making required adjustments to vendors accounts.
- Maintaining records and documentation.
- Implement and supervise financial transaction procedures and systems, to ensure
- Define and analyze the project budget.
- Handle and resolve inquiries.

Donors I have worked with:

- Syria Cross-border Humanitarian Fund (SCHF)
- International Organization for Migration (IOM)
- Qatar Red Crescent (QRC)
- Global Communities (GC)
- Qatar Charity (QC)



Experience:

From 2015 until Sep 2022 at Ghiras Al-Nahda in Gaziantep which is a Humanitarian Developmental Organization specialized at relief projects (Education - FSL - NFI - Livelihood - Shelter - Early recovery) in Syria. The Organization has been characterized by implementation of relief and development programs in accordance with international standards, in addition to seasonal campaigns that meet the growing need.

Finance Coordinator From 2019 until 2022:

- Creating payment plans.
- Prepare annual balance sheet.
- Preparing annual master budget.
- Preparing financial reports to donors and management.
- Approving the budgets.
- Providing expert financial support to the project so that every department has what it needs to do the best job possible.
- Improving and redesigning processes.
- Monitoring transactions in accounts payable and receivable.
- Handling utility and other bills swiftly.
- Ensuring accurate billing of vendors.
- Handling billing problems and disputes.
- Liaising with various parties to gather and share relevant information.
- Making required adjustments to vendors accounts.
- Maintaining records and documentation.
- Proficient with cash handling.
- Implement and supervise financial transaction procedures and systems, to ensure transparent and traceable accounting practices.
- Define and analyze the project budget to ensure that funds are used according to the funding contracts, proposing corrective actions if needed.
- Implement circuits and workflows, such as management of cash boxes, transfers, advances, purchasing procedures, payment approvals, follow-up of payments and bank reconciliations.
- Ensure the timely execution and control of monthly/yearly accountancy closure, financial reports, audits and all service contracts for the project.
- Ensure that GAN staff with financial responsibilities are aware of and comply with local finance procedures and laws.
- Handle and resolve inquiries regarding billing problems and disputes, and keep spreadsheets for reconciliation purposes.

Finance Officer From 2017 until 2018

- Keeping accurate records for all daily transactions.
- Processing invoices
- Managing accounting activities, including bank reconciliations, accounts payable and accounts receivable.
- Responsible for the day-to-day management of our financial transactions and procedures.
- Keep accurate records for all daily transactions.
- Record accounts payable and accounts receivable.
- Prepare monthly, quarterly and annual financial reports.
- Reconcile bank statements.
- Track bank deposits and payments.
- Assist with budget preparation.
- Review and implement financial policies.
- Solid knowledge of financial and accounting procedures.
- Ensures maintenance and monitoring of day-to-day payroll and accounting systems by verifying the financial transaction methods used.
- Overseeing the organization financial resources to achieve revenue goals every year

Campaign Accountant From 2015 until 2016

- Assist with budget preparation.
- Record daily transactions.
- Record accounts payable and accounts receivable.
- Check Campaign documentation.
- Coordinate with field accountants in 10 offices (North Syria and Eastern Ghouta).
- Preparing Campaign report for donors and finance Manager.
- Reporting to donors.

Donors I have worked with:

- Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)
- Syria Cross-border Humanitarian Fund (SCHF)
- International Organization for Migration (IOM)
- Qatar Red Crescent (QRC)
- Global Communities (GC)
- Qatar Charity (QC)
- Human Appeal
- Human Care
- War Child
- Can Do
- SAMS

From 2010 until 2015 at Savco Company for veterinary medicines in Damascus Syria, the company occupies the first place in Syria (sales, quality and experience of its staff).

The company imports its raw materials and packaging, manufactures in its factory, and then exports their own products to Syrian governorates and many Arab countries like (Egypt, Yemen, Iraq, Sudan and Lebanon).

General Accountant/ Cost Accountant/ Assistant Accountant

- Prepare payment plans.
- Preparing financial reports to management.
- Record accounts payable and accounts receivable.
- Maintaining records and documentation.
- Making required adjustments to vendors accounts.
- Annual Inventory of raw materials, packaging materials and ready to sell materials.



Communication skills:

Outstanding communication skills, both verbal and written.



Leadership skills:

- Ability to train and supervise others.
- People-oriented and diplomatic approach.



Other Qualifications:

- Flexible and able to cope with high levels of stress, handle time-sensitive tasks and meet deadlines.
- Self-driven and under minimal supervision with a solution-oriented approach.
- Adaptable and able to work in a multicultural, independently and as a team.
- Organizational skills, attention to detail, Problem-solving.
- Strong ethics, with an ability to manage confidential data.



Courses:

- Principles of finance management.
- Leadership and team management.
- Accounting and finance Management.
- Financial reporting.
- Advanced Microsoft excel.
- Microfinance.



References:

- References available upon request.