Ola Sawas

Finance/ Accounting Professional
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Professional Summary

Finance and Accounting professional with more than 18 years of experience in financial management, project finance, accounting operations, and financial policy development within private sector companies and non-profit organizations. Experienced in managing donor-funded projects, developing and improving financial policies and procedures, strengthening internal controls, preparing financial reports, and ensuring compliance with organizational and international requirements.

Skilled in budgeting, financial analysis, audit coordination, financial statements preparation, and accounting systems management. Experienced in supporting organizations to enhance financial governance, transparency, and operational efficiency.

Proficient in Al-Ameen, Bazaar, and QuickBooks accounting systems, with advanced knowledge of Microsoft Excel and experience in Power BI for data analysis and financial dashboards. Knowledgeable in International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA), and management accounting principles (CMA framework).

A detail-oriented and reliable professional with strong analytical skills, problem-solving abilities, and the capacity to manage complex financial operations while working effectively with multidisciplinary teams.

Core Competencies

- Financial Management & Accounting Operations.
- Project Finance Management
- Budget Preparation, Monitoring & Control
- Donor-Funded Projects Financial Management
- Financial Reporting & Analysis
- Monthly and Annual Financial Statements
- Grant Financial Management
- Internal Controls & Compliance
- Audit Preparation and Coordination
- Cash Flow Management
- Payroll Management
- Procurement and Inventory Financial Follow-up
- Accounting Systems Management
- International Financial Reporting Standards (IFRS)
- International Standards on Auditing (ISA)
- Power BI Dashboards & Data Visualization
- Advanced Microsoft Excel & Data Analysis

Professional Experience

Finance Manager / Project Finance Manager
Namaa Development Association – UNICEF Partnership Projects
June 2019 – Present
Manage financial operations and ensure implementation of approved financial policies and procedures.
Monitor project budgets and control expenditures according to approved financial plans.
Prepare monthly financial reports, budget follow-up reports, and financial analysis for management review.
Review project expenses and ensure compliance with donor and organizational requirements.
Coordinate financial follow-up with project management and relevant stakeholders.
Monitor procurement processes, inventory records, and asset documentation.
Review narrative reports and compare program achievements with financial expenditures (trainers, sessions, activities, and beneficiaries).
Record daily accounting transactions and prepare payment vouchers through accounting systems.
Manage cash operations and maintain accurate financial records.
Prepare monthly bank reconciliations and cash reports.
Support external and internal audit processes and provide required financial documentation.
Prepare annual financial statements and support financial closing procedures.

Finance Officer
Vocational Center for Reconstruction Project
Implemented by United Nations Development Programme (UNDP) in Collaboration with Islamic Charity Association
February 2018 – January 2016
Managed financial operations and ensured compliance with UNDP and organizational financial procedures.
Implemented accounting policies, financial controls, and documentation systems according to project requirements.
Prepared and reviewed financial reports, payment requests, supporting documents, and accounting records.
Monitored project budgets, analyzed expenditures, and ensured effective utilization of financial resources.
Followed up procurement activities, supplier payments, contracts, warehouse records, and asset inventory.
Maintained complete financial files and electronic archives to support transparency and audit requirements.
Coordinated with project management and relevant stakeholders regarding financial follow-up and reporting.
Reviewed financial data and compared project activities with financial expenditures to ensure consistency between narrative and financial reports.
Prepared payroll sheets, salary payments, and administrative financial documents.
Recorded daily accounting transactions and maintained accurate financial records using accounting systems.
Prepared monthly bank reconciliations and cash flow reports.
Supported internal and external audit processes by providing required financial documents and explanations.
Assisted in preparing annual financial statements and financial closing procedures.

Finance Officer
Namaa Development Association – UNICEF Partnership Project
June 2016 – May 2017
Implemented financial procedures according to organizational policies and donor requirements.
Prepared financial reports, accounting records, and supporting documents.
Followed up project expenses and ensured compliance with approved budgets.
Managed invoices, payment requests, receipts, and accounting entries.
Prepared salary sheets and administrative payment documents.
Maintained organized financial archives and documentation systems.
Followed up procurement activities and inventory records.
Prepared bank reconciliations and supported audit requirements.
Assisted in preparing final financial statements

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Data Entry Officer – Psychosocial Support Program
Namaa Development Association – UNHCR Partnership
January 2016 – June 2016 (6 Months Contract)
Entered and managed beneficiary data in project databases with accuracy and confidentiality.
Supported data collection, verification, and reporting activities.
Coordinated with psychosocial support officers to update beneficiary information.
Assisted beneficiaries with registration procedures and workshop enrollment.
Maintained participant records and supported program monitoring activities.
Prepared data reports to support project follow-up and evaluation.

Financial Accountant
Medichem Middle East
2011 – 2015
Managed accounting transactions and financial records using Al-Ameen accounting software.
Prepared monthly revenue and expense reports.
Issued invoices and maintained updated accounting records.
Followed up customer accounts, sales transactions, and outstanding balances.
Prepared account statements for clients and agents.
Followed up purchase orders, sales invoices, and payment transactions.
Supported financial analysis and reporting activities.
Administrative Officer
Medichem Middle East
2004 – 2011
Managed administrative and operational activities for an importing and distribution company.
Coordinated logistics and warehouse distribution processes.
Followed up customer orders and ensured timely delivery.
Prepared invoices and maintained customer records.
Supported communication between customers, warehouse, and accounting department.
Prepared periodic operational and financial reports.
Maintained strong relationships with clients and suppliers.

Education
Bachelor Degree in Economics – Banking and Finance
Syrian Virtual University
2014 – 2015
Associate Degree in Business Administration
Commercial Institute – University of Aleppo
2003 – 2004

Professional Training & Certifications
-Accounting Software Training (Al-Ameen, Bazaar, Administrative Programs) – Nasser Institute, 2007
- International Computer Driving License (ICDL), 2010
- English Language Program – Five Levels – Syrian Virtual University, 2015
- Al-Ameen Accounting Software Training – Al-Ameen Office, 2015
- Personal Financial Planning – Edraak Platform, Jordan, 2016
- Project Management as a Life Skill – Edraak Platform, Jordan, 2016
-Teamwork and Leadership Training – CBC Institute, 2016
- Quality Management System (QMS) Awareness & Internal Auditor ISO 9001 – SGS, 2016
- Project Management Professional (PMP) Training – CBC Institute, 2016
- Office Management Training – CBC Institute, 2017

- Business Correspondence Training – CBC Institute, 2018
- Advanced Excel Training – CBC Institute, 2018
- Professional Training & Certifications (Additional)
Specialized Training Course in International Accounting Standards (IAS), International Standards on Auditing (ISA), Tax Regulations, Financial Statements Analysis, and Companies Law -Syrian Association of Certified Public Accountants (SACPA),2019
- Financial Reports in English – Projects Center, 2019
- Agile Methodology Training – Projects Center, 2020
- ISO 26000 Social Responsibility Training – SGS, 2020
- Certified Management Accountant (CMA) Preparation Program -Qasim Takriti Certified Public Accountant Office – Damascus
2021

Technical Skills
Financial Governance & Policy Development
Development and review of financial policies and procedures for NGOs and non-profit organizations.
Establishing internal control frameworks and financial management systems.
Enhancing compliance, transparency, and accountability within organizations.

Accounting & Financial Systems
-Excellent knowledge of Al-Ameen Accounting Software
-Good knowledge of Bazaar Accounting System
-Experience with QuickBooks
-Daily accounting transactions, financial reporting, and year-end closing procedures

Financial Management
-Budget Preparation and Monitoring
-Financial Reporting and Analysis
-Project Finance Management
-Donor Compliance and Grant Financial Management
-Internal Controls and Audit Support
-Cash Management and Bank Reconciliation
-Payroll Management
-Procurement and Asset Financial Follow-up

Accounting Standards & Audit
-Knowledge of International Financial Reporting Standards (IFRS)
-Knowledge of International Standards on Auditing (ISA)
-Preparation of financial statements according to accounting principles
-Supporting internal and external audit processes

Data Analysis & Reporting Tools
-Power BI Dashboard Development
-Data Visualization and Financial Analysis
-Power Query
-Advanced Microsoft Excel
-Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access)

Professional Skills

-Strong analytical and problem-solving skills

-Excellent attention to detail and accuracy
-Ability to manage multiple priorities and meet deadlines
-Strong teamwork and communication skills
-Ability to work effectively under pressure
-Flexible and proactive approach to work
-Strong organizational and reporting skills

Languages
Arabic: Native Language
English: Intermediate

References
Available upon request