

Douaa Al-Mostafa

Objective:

Seeking for an opportunity to work in a dynamic, growing and oriented organization and thereby to enhance my abilities and experience to achieve the company's objectives and my goals as well.

Personal Data:

Nationality : Syrian.
DOB : 1990
Contact details : Mobile +963956607414
Address : Damascus, Syria
Email : douaamostafa90@gmail.com

Educational Background:

2009 – 2012 : Bachelor Degree in Economy (Accounting Department Alforat University) “GPA 80.52%”
2014 – 2018 : Master in Accounting Tax (Accounting Department, Damascus University).

Experience:

July/2015 – Aug/2016 : General Accountant at CNPCIO Syria “China National Petroleum Corporation Internationally Oriented”

Responsibilities:

- Preparing journals entries and reviewing supported documents.
- Handles with daily expenditures.
- Preparing monthly tax statement “Accordance to law 60”
- Follow up with financial directorate.
- Record the recovery from GPC “General Petroleum Corporation”.
- Record the offsets to the contractors.
- Preparing quarterly activities reports to GPC "General Petroleum Corporation”
- Archive all relevant documents.
- Preparing Payroll for Employees.
- Closing the accounts and prepare the adjustment entry.
- Participate in preparing financial statement.
- Prepare all necessary reports

Aug/2016 – Feb2021 : Chief Compliance Officer in “Al Fuad Exchange”.

Responsibilities:

- Make sure the company's commitment procedures, laws and regulations relating to anti-money laundering and terrorist financing
- Participate in the preparation of the assessment and to identify and recognize the risk of money laundering and terrorist financing reports.
- Propose policies, procedures and controls to combat money laundering and terrorist financing, and periodic review of their effectiveness.
- Raising the recommendation to the Governing Council in the event of any amendment to the policies, procedures and controls to combat money laundering and terrorist financing.
- monitoring and supervising the implementation of policies, procedures and controls to combat money laundering and terrorist financing.
- Review the internal and external audit reports regarding adherence to policies, procedures and controls to combat money laundering and terrorist financing.
- Reporting to the Board, including the fight against money laundering and terrorist financing
- receiving internal suspicious transaction reports to the company, processed and evaluated.
- Review daily and weekly reports from all departments within the company on all bank accounts and operations.
- Monitoring of accounts and transactions belonging to customers in the company's operations in order to detect unusual.
- Preparation of suspicious transaction reports and submit them to the Commission
- link point between the company and the Authority and the supervisory authorities and official bodies in relation to anti-money laundering and terrorist financing issues.

Training / courses:

- 2010 - Certificate of International Computer Driving License (ICDL).
2015 - Degree in computer science from the Syrian Computer Society

Language Ability:

- Arabic : Mother tongue.
English : More than good written and spoken.

Skills:

- Working with team.
- Dialogue skill with others.
- Time Management skills.
- Persistence and continuity in every task until its accomplishment.
- Honest, hard-working and flexible about working overtime.
- Ability to work under pressure.