

OMAR AJAJ AL-KURDI

United Arab Emirates · M+971-506455737

Nationality. Arab Syrian

Email · omar.ajaj.kurdi@gmail.com

Seeking a position to maximize my skills and experience in both accounting and civil engineering, and provide the best value I can to the organization I work for.

EDUCATION

2021-UNTIL NOW

MASTER IN BUILDING INFORMATION MODELING AND MANAGEMENT,
SYRIAN VIRTUAL UNIVERSITY

2013-2020

B.S. CIVIL ENGINEERING, ARAB INTERNATIONAL UNIVERSITY

Course work included structural designs and structural analysis, engineering mechanics, stress analysis, hydraulics, construction, and environmental materials, land topography, surveying, geotechnics, soil mechanics, sustainability and built environment, AutoCAD drawings, project management, high-rise buildings, bridges, roads, and many others.

2012-2014

DIPLOMA IN BANKING,

TECHNICAL INSTITUTE OF BANKING AND FINANCIAL SCIENCES

Course work included accounting and accounting applications, auditing, financial statements, budget planning, finance, bank reconciliation, and others.

EXPERIENCE

2020 –29/5/2021

SITE ENGINEERING, ORIENT GATE FOR ENGINEERING STUDIES AND CONTRACTING COMPANY

DAMASCUS, SYRIA

- Checking technical designs structural analysis and drawings to ensure that they are followed correctly
- Test material and structural integrity
- Preparing bar bending schedule
- Checking steelwork of slab, beam, & column before concreting
- Checking & arranging equipment before concreting work starts
- Supervision of the curing reinforced concrete process
- Providing technical advice and solving problems on site
- Supervision of construction work
- Keeping note of each and every casting work

- Redesign the plan in AutoCAD and Revit as built.
- resolve any unexpected technical difficulties and other problems that may arise.
- DAY-TO-DAY MANAGEMENT OF THE SITE, INCLUDING SUPERVISING AND MONITORING THE SITE LABOR FORCE AND THE WORK OF ANY SUBCONTRACTORS.

2017 – 2020

SENIOR ACCOUNTANT AND PRODUCTION ENGINEER, M.A TANNERY FACTORY

DAMASCUS, SYRIA

- Lead 20+ people to maximize the productivity of the factory.
- Established quality control unit to ensure compliance with quality standards.
- Digitized all internal processes to improve efficiencies and leverage various software tools.
- Carried out basic book-keeping and accounting functions for the factory.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Provide technical support and advice on management.
- Contribute to a strong client relationship through positive interactions with client personnel.

2015 – 2017

GENERAL ACCOUNTANT, QIBABI CLOTHING FACTORY

DAMASCUS, SYRIA

- Basic accounting including spending, payments and invoices.
- Maintained yearly and quarterly budget reviews and provided periodic spending and costs reports.
- Helped the factory reduce 10% of cost by improving efficiencies that lowered operational costs.
- Reconciliation of multiple current and saving bank accounts.
- Employee's record keeping related to payroll and pay slips.

2014 – 2015

ACCOUNTANT, NAFISA SWEETS

DAMASCUS, SYRIA

- Performed book keeping and auditing of costs and cash flows
- Prepared monthly financial statements.
- Prepared balance sheet reconciliation and ensured accuracy.
- Proactively worked on improving company practices to reduce costs.

TRAININGS

- **ACCOUNTING TRAININGS:**
 - **Accounting Training**, Al-Ameen Program
 - **Edari Soft**, accounting program
 - **Professional Development Institute**, Intermediate Accounting
- **ENGINEERING TRAININGS:**
 - **Rivet** for design structures
 - **Robot** for design and analysis structures
 - **AUTO CAD Training**, New Horizon
- **SOFTWARE TRAININGS:**
 - **Visual basic studio** for programming & software development
 - **MATLAB** for solving mathematical problems

SKILLS

- Excellent team work and win-win thinking.
- Excellent communication skills.
- Proficient in technologies and MS Office.
- Proactiveness and discipline.

LANGUAGES

- **Arabic** – native
- **English** – very good