

Ahmad Abdul Raouf

CONTACT

Nationality: Syrian

Gender: Male



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WORK EXPERIENCE

30/06/2022- current – Gaziantep , Turkey

Finance Coordinator

Field Ready Türkiye Organization

- Managed the organization's budgeting process, forecasting, and financial planning, ensuring alignment with strategic objectives.
- Oversaw the preparation of financial reports, including monthly, quarterly, and annual statements, analyzing variances, and providing recommendations to senior management.
- Developed and implemented internal controls to safeguard financial assets and ensure compliance with regulations and policies.
- Ensured compliance with regulatory requirements and accounting standards, coordinating with auditors during internal and external audits.
- collaborating preparation of grant proposals and budgets and collaborating with program managers and grantors to secure funding for organizational projects.
- Assisted in the development and implementation of financial policies and procedures, ensuring adherence to industry best practices.
- Oversaw the financial planning and budgeting processes, driving accurate forecasting and resource allocation to optimize financial performance.
- Prepared and presented financial reports to senior management, providing insights and recommendations for informed decision-making.
- Managed cash flow and implemented effective cash management strategies to maximize liquidity and mitigate risks.
- Implemented financial controls and procedures to minimize risks, improve efficiency, and safeguard the organization's assets.

01/05/2018 – 31/03/2021 – Gaziantep , Turkey

Finance & Grants Coordinator

Point Organization

Accounting Responsibilities:

- Review payments to ensure that it is in line with Point's policies, partner's regulations, and the law.
- Review financial statements to ensure its correctness and accuracy.
- Lead reconciliations of cash and bank accounts monthly.
- Supervises the preparation of final accounts and submits detailed reports
- Post accounting enters in the accounting system.
- Support the preparation for internal and external audit.
- Communicate audit findings with the Finance, Admin and Logistics team for taking necessary and proactive actions to minimize the audit findings.
- Provide monthly projections for Budget Transfer Requests

- Provide Support as needed with payroll preparation, accounting entries, and consolidating necessary documents for the month end accounting close process
- Help monitoring cash and bank balances.
- Managing organization transfers whether it is cash, bank, or Hawales

Grant and budget management Responsibilities:

- Support in preparing budgets for new project's proposals that are in line with Point's and partner's policies.
- Support the finance manager in following up with partners through the proposal stage and answer their questions regarding budget and the financial aspect of the proposal, and develop the budget narratives.
- Support the Finance manager in leading the grant opening and closing meetings
- Draft new projects' BVA, and pipelines and submit them to the finance manager.
- Work with procurement, finance, and program teams to prepare monthly projects projections
- Lead monthly BVA meetings with other departments and follow up previous month unsolved issues.
- Support in update monthly operational budget to reflect the organization situation to the management.
- Ensure the proper and timely submission of financial reports to partner/donors
- Prepares financial reports on the financial position of the Organization and submits them to the finance manager.
- Advise and facilitate any necessary no cost extension and/or budget modification.

Sub-Grant and management Responsibilities:

- Support finance manager in preparing and conducting the Pre-Award Assessment for potential partners.
- Support in drafting and preparing the Subgrantee agreement.
- Take the lead in the start up process, through preparing and conducting the kickoff meeting with respective department and partners
- Draft necessary tools to be used by the partners such as BVA, financial report template, phase budget, and cash on hand report.
- Review financial report and share feedback and comments with the partner.
- Maintain partner's files and documents both soft and hard copies.
- Conduct capacity building assessment and activities to the partner.

Managerial Responsibilities:

- Lead the finance section of the SMT meeting.
- Collect management comments and responses to the department performance and draft the action plan for the coming period.
- Managing the accounting, Grants, sub-Grants team performance and build the staff capacity as needed.

01/02/2015 – 30/04/2018 – Gaziantep , Turkey

● Finance Officer

AL Sham Humanitarian Foundation (AHF)

- Ensure that all supporting documentation is prepared and filed according to the organization procedures.
- Assist in the training and support of the non-finance team in budget management and tracking commitments
- Assist with audit inquiries as needed
- Cover for other Finance team members as needed.
- Maintain grants-related documents in electronic filing system, developing proper naming conventions as needed
- Review grants documentation and research regulations to respond to queries on compliance
- Review of project studies provided by the Programs Section
- Follow-up financial documentation of all disbursements and projects related to implementation
- Preparation of financial reports for projects
- Recording all accounting operations in their accounts on the al-Ameen program

01/04/2013 – 01/12/2014 – Damascus , Syria

● Auditor

Unified Relief Office

01/03/2011 – 01/05/2012 – Damascus , Syria

● Treasurer / Account Officer

Haram Co.

01/07/2008 – 31/01/2011 – Riyadh, Saudi Arabia

● Accountant

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EDUCATION AND TRAINING

Damascus Syria

● Accounting Bachelor

Damascus University

Turkey Gaziantep

● Writing Proposal

Point Organization

www.Pointonline.org

Turkey Gaziantep

● NGO Financial Management

Orange Organization

● Turkey Gaziantep

USAID Rules and Regulations

Point Organization

www.pointonline.org

DIGITAL SKILLS

Quick Books Al ameen accounting system MS Office (MS Excel, MS word, MS PowerPoint, MS Outlook, MS Publisher)

LANGUAGE SKILLS

MOTHER TONGUE(S): Arabic

English

Reading
B2

Listening
B2

Speaking
B2

Writing
B2