

DIYAA ANWAR MOHREZ

Accounts Payable Supervisor



Personal & Contact Info:

Nationality: Syrian
Date of Birth: 18-12-1986
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Career Objective:

To secure a position where my ability to communicate and liaise effectively with a diverse client group in a friendly and diplomatic manner can be put to good use.

Strengths:

A clear thinker, goal oriented. A good communicator at senior level, capable in handling multiple tasks assigned, recognized by superiors and co-workers as co-operative, hardworking and reliable.

Experience: (13 Years)

From Jan 2021 to present
(Assistant Purchasing Manager)

Four Seasons Hotel Damascus – Syria

❖ Duties & Responsibilities

- Monitor stock levels and identify purchasing needs.
- Research potential vendors.
- Track orders and ensure timely delivery.
- Update internal databases with order details (dates, vendors, quantities, discounts).
- Conduct market research to identify pricing trends.
- Evaluate offers from vendors and negotiate better prices.
- Prepare cost analyses.
- Maintain updated records of invoices and contracts.
- Follow up with suppliers, as needed, to confirm or change orders.
- Liaise with warehouse staff to ensure all products arrive in good condition.

Accounts Payable Supervisor at Four Seasons Hotel Damascus – Syria	Jan 2020 – Jan 2021
Accounts Payable Clerk at Four Seasons Hotel Damascus - Syria	Feb 2018 – Jan2020
Purchasing Coordinator at Four Seasons Hotel Damascus - Syria	Sep 2017 – Feb 2018
Regulatory Governmental Affairs Specialist at Syriatel Telecom Company	Feb 2016 – Aug 2017
Branch Manager at Tawasul Around the World (Western Union) - Syria	Feb 2014 – Jan 2016
Sales Representative at Phoenix Advertising- UAE	Apr 2012 – Dec 2013
Sales Representative at Citibank- UAE	Dec 2010 – Mar 2012
Sales Representative at Promostar Publishing & Advertising- UAE	Jun 2008 – Dec 2010

Activities:

- Functioning Member in (**Syrian Financial Analysts Society**).
- Member in (**Syrian Association of Financial and Accounting Professions**).

Academic Qualifications:

- Bachelor Degree in Economics (Banking & Finance Sciences).
- Master of Business Administration at Higher Institute of Business Administration (Under Process).
- Syrian Certified Financial Analyst Certificate from Syrian Financial Analysts Society.
- Syrian Certified Financial Analyst Certificate from OUSOS Institute.
- Candidate for Financial Modeling & Valuation Analyst Certification from Corporate Finance Institute.

In-Class & Online Courses supported by Coursera & LinkedIn:

- Financial Markets, (Yale University).
- Excel Skills for Business, (Macquarie University).
- Global Diplomacy: The United Nations in the World, (University of London).
- What is data Science? (IBM).
- Accounting Analysis: The Role of Accounting as an Information System, (University of Illinois at Urbana).
- Social Norms, Social Change, (University of Pennsylvania).
- Become a Financial Analyst (LinkedIn Learning).
- Introduction to Valuation with WACC (Coursera Projects).
- IA (Intermediate Accounting) Course Certificate at Sky Education Academy.
- CMA Course at OUSOS Institute.

Skills:

- Experience with Microsoft Office Programs (Microsoft Excel, Word, Outlook and PowerPoint).
- Administrative Skills – general office duties, data entry.
- Purchasing System (Jana Materials System, FBM System and Lotus Notes System).
- Accounting (Iscala System).
- WUPOS (Western Union Point of Sale) System.
- Time management and workload efficiency skills.
- Ability to adjust to diverse ideas, impressions, schemes, and tactics from individuals or changing preferences.
- Good Oral & written Arabic and English.