



**Omid Afshar**

Ref : C448-291

Years of experience : 21

Lab. Financial Director

Razi Applied Science Foundation

Age:

**42 years old**

Marital status:

**Married**

Military Service:

**Completed**

Current Location:

**Iran, Alborz**

Nationality:

**Iran**

## WORK EXPERIENCE

PRESENT

**Lab. Financial Director** . 4 yrs 6 mos

**Razi Applied Science Foundation** . Iran. Tehran . Tehran

JUL 2017

Razi Applied Science Foundation is a Private organization in the field of engineering sciences and technology. The main activity is concentrated in the area of Materials Science and Engineering and more Specifically Metals, Polymer, Ceramics, and Software Engineering.

Main responsibilities:

-Prepare monthly financial results, budget, and quarterly forecasts, and completion of the reporting requirements

-Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top-level management

-Key in entries and maintain the company general ledger

-Prepare and file the necessary annual tax forms according to group and state policies

-Conduct a review of the monthly business activity statements and balance sheet reconciliations

-Provide supervision of the annual external audits

-Review weekly accounts payable run and their authorization

-Act as coordinator and go-between for corporate office and local brokers in the development of company insurance policies

-Suggest modifications and improvements to existing processes and help in the evaluation of such changes

-Liaise between the customer and internal teams

-Revision of the financial system of the company

-Modify and make any amendment necessary for problem-solving

-Plan schedule work

-Supervise the financial employee's performance

Main Achievements:

-Improve the understanding of website development, marketing, measurement and analytics, content management, digital marketing, and internet technology

-Improve skills about building a relationship with new clients and leading team productively

-Develop skills in financial management

-Familiarize with Metal-orgy Lab. test services industry

JUL 2017

**Director of finance and administration** . 1 yrs 4 mos

**Sobhani Representations Group,** . Iran. Alborz . Karaj

MAR 2016

Sobhani Representations Group sells and services for some brands of automotive such as Alfa Romeo, Kia Motors, Geely motors, MG, and finally GAC Motors.

Main responsibilities:

-Prepare monthly financial results, budget, and quarterly forecasts, and completion of the reporting requirements

-Perform detailed analysis of accounts, prepare month-end reports, and presented findings to top-level management

-Key in entries and maintain the company's general ledger

-Prepare and file the necessary annual tax forms according to group and state policies

- Conduct a review of the monthly business activity statements and balance sheet reconciliations
- Provide supervision of the annual external audits
- Review weekly accounts payable run and their authorization
- Act as coordinator and go-between for corporate office and local brokers in the development of company insurance policies
- Suggest modifications and improvements to existing processes and help in the evaluation of such changes
- Liaise between the customer and internal teams
- Revision of the financial system of the company
- Modify and make any amendment necessary for problem-solving
- Plan schedule work
- Supervise the financial employee's performance

Achievements:

- Improve the understanding of website development, marketing, measurement and analytics, content management, digital marketing, and internet technology
- Improve skills about building a relationship with new clients and leading team productively
- Develop skills in financial management
- Familiarize with Automotive industry

MAR 2016



**Partner and coordinator director** . 1 yrs 9 mos

**Orosi Carpentry workshop,** . Iran . Tehran

JUN 2014

Orosi is an MDF professional workshop that works about the interior design of some offices such as banks.

Main responsibilities:

- Revision of the financial system
- Develop new business from existing clients
- Deliver a positive customer services experience
- Manage sales and relationship with a particular customer
- Meet the expectations of clients when disruptions occur during the service delivery process
- Give presentations to high-level executive
- Modify and make any amendment necessary for problem-solving
- Prepare time and work budget
- Lead, train and manage other members of the account management team and dealing with any issues that may arise
- Manage several accounts and often being the face of the company to many clients
- Feedback all suggestion for improvement and market research to senior staff
- Ensure senior staff are aware of all competitive activities within accounts and preventing attrition
- Plan schedule work
- Review and monitor the performance of the employees
- Excellent in teamwork

Achievements:

-Develop skills in financial management

-Achieve new experiences in relevant technic

-Familiarize with Wood industry

-Excellent listening, negotiation and presentation skills

-Development my skills in management

The reason for leaving:

-I have been at the Orosi workshop for around two years and I have learned a lot from working with some amazing salespeople. But there was no additional learning for me to get there. I was starting to feel like I need some challenges and the next position appealed to me because it would allow me to manage a bigger team and sell more innovative products.

JUN 2014



**Senior Auditor** . 1 yrs 8 mos

**Ahammiat Negar Accountant Firm** . Iran . Tehran

OCT 2012



The Ahammiat Negar Accountant Firm is a member of IACPA.

Main responsibilities:

-Review and monitor the performance of the employees

-Verify and validate to audit records

-Write audit standard report

-Attending the convention of the stockholders to read the audit report

-Plan work time and work budget

-Enhance department and organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments

-Manage budget and hit or exceed monthly quota as established by Account Management Supervisor

-Advanced problem resolution skills and communication abilities

-Keep current clients satisfied and delivering exceptional client service on a day-to-day basis

-Monitor and analyses customers usage of company services

Achievements:

- Develop skills about writing the audit standard reports and tax audit reports for more than

-Ability to anticipate customers' needs and match them with appropriate products and services

-Forecast and track key account metrics

-Comfort with working under pressure in a fast-paced environment

The reason for leaving:

-Relocation the firm

OCT 2012



**Senior Auditor** . 8 yrs 7 mos

**AJ Eslami (CPA)** . Iran . Tehran

MAR 2004



AJ Eslami is a member of IACPA.

Main responsibilities:

-Review and monitor the performance of the employees

-Verify and validate to audit records

-Write audit standard report

-Attend the convention of the stockholders to read the audit report

-Plan work time and work budget

Achievements:

-Join in the IICA

-Success in obtaining an independent accountant

-Excellent listening, negotiation and presentation skills

The reason for leaving:

-Join AJ Eslami with Ahammiat Negar Accountant Firm as a new director

MAR 2004



**Auditor** . 3 yrs 6 mos

**Rahyafte Hesab Tehran Accountant Firm** . Iran . Tehran

SEP 2000

Rahyafte Hesab-e-Tehran Accountant Firm is a member of IACPA.

Main responsibilities:

-Audit and investigate some of companies and banks

-Perpetrate weekly reports for Audit Supervisor

-Perpetrate monthly reports for an Audit manager

Achievements:

-Raise the information about auditing

-Increase knowledge about the tax audit

-Get experience about services of the legal inspector

-Able to maintain independence and impartiality in the audit

-Increase skills about working through teamwork

The reason for leaving:

-Firm's directors separated

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## EDUCATION

**Azad University Of Sirjan** Bachelor(BSc/BA) 1998 - 2003  
Accountant

**Petroleum Faculty Of Tehran & PACT** 2012 - 2014  
MBA

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## TECHNOLOGY SKILLS

Microsoft Office	Expert	.....
Windows	Expert	.....
MAC	Expert	.....
Software & Hardware	Expert	.....
NOSA Accounting Software	Advanced	.....
Hamkaran System Accounting Software	Advanced	.....

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## LANGUAGE SKILLS

English Upper intermediate

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## CERTIFICATE

**I A C P A . 2010**  
Financial Statement & Tax Audit . IRAN

**I I C A . 2011**  
Independent Membership . IRAN

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