

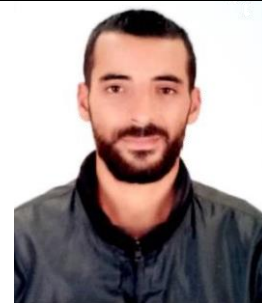
SHAMEL LAYLA

GL Accountant | Cost Controller | Financial Reporting

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Accountant with 4+ years of experience in financial reporting, accounts payable, receivable, cost control, and inventory accounting across retail, hospitality, trading sectors and Petrol companies. Experienced in Oracle Accounting & SAP ERP systems, financial reconciliation, and month-end closing. Proven ability to process high-volume transactions, improve financial accuracy, and support internal and external audits.

Education

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|---|---|
| <ul style="list-style-type: none">• Bachelor's degree in business management (Finance & Investment) | <ul style="list-style-type: none">• Diploma in Petroleum Engineering (Relevant for oil & gas finance roles) |
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Experience:

○ MAF(CARREFOUR-RETAIL) – Erbil, Iraq

➤ *GL Accountant | Sep 2025 – Present*

- Maintain and reconcile 50+ general ledger accounts, ensuring financial accuracy and compliance with company policies.
- Prepare and post monthly journal entries, accruals, and adjustments.
- Perform balance sheet P&L reconciliations and investigate variances.
- Support month-end and year-end close processes within deadlines.
- Prepare financial reports and support internal and external audits.
- Ensure accuracy and compliance with IFRS.

➤ *AP Accountant / Aug 2024 – Sep 2025*

- Process, verify, and reconcile invoices (more than 2500 per month) in compliance with company policies.
- Match invoices with LPO and delivery notes to ensure accuracy.
- Manage timely vendor payments, coordinating with treasury for cash flow needs.
- Collaborate with procurement and inventory teams to resolve discrepancies.
- Generate AP aging reports and assist in budget forecasting.

○ **NASMAT JABAL RESORT – LATTAKIA, SYRIA**

➤ *COST CONTROLLER / OCT 2022 – OCT 2023*

- Monitored and controlled operational costs to ensure alignment with approved budgets.
- Match invoices with LPO and delivery notes to ensure accuracy.
- Collaborated with procurement and operations teams to validate cost estimates and manage budgetary compliance.
- Tracked expenses against budgets, monitored commitments, and ensured proper cost allocation.
- Reviewed and validated invoices, purchase orders, and contracts for cost accuracy and coding.
- Maintained cost control procedures and ensured adherence to company financial policies and internal controls.

○ **Kanawati Pharma – Damascus, Syria**

➤ *Junior Accountant (PART-TIME) / Feb 2021 – Dec 2021*

- Prepared financial reports including balance sheets, profit and loss statements.
- Managed accruals, prepayments, and recorded customer outstanding balances.
- Oversee inventory records and prepared payroll

- **SATCOP Company –Damascus, Syria**

➤ *Upload Yard Supervisor/Aug-2019 to Jan-2021 / Operation & Maintenance Department – Shipping section*

- Supervised daily shipping and fleet operations including truck dispatch and quantity validation.
 - Verified all logistics documents and delivery notes against planned quantities.
 - Coordinated fleet scheduling and warehouse loading/unloading with operations teams.
 - Reported shipping progress and KPIs to upper management.
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- **Nabek Gas Station – Damascus, Syria**

➤ *Petroleum station Accountant / Jan 2019 – Aug 2022*

- Directed daily operations, inventory control, and cash management.
- Maintained accurate financial documentation and managed staff schedules.

- **Sagherji Co. for General Trading – Damascus, Syria**

➤ *Bookkeeper / Warehouse Officer / Jul 2016 – Jul 2018*

- Recorded daily transactions, maintained ledgers, and produced financial statements.
- Oversee inventory management, documentation accuracy, and stock control.

Core Competencies:

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- General Ledger Accounting.
 - Accounts Payable & Accounts Receivable.
 - Cost Control & Budget Monitoring.
 - Inventory and cash flow management.
 - SAP ERP Systems.
 - Advanced excel skills.
 - Financial Analysis.
 - Internal Controls

Licenses & Certifications:

- Accounting systems (al-ameen) – (al-Reda) center, Tartous, Syria
- Entrepreneurship certificate – al-Reda center, Tartous, Syria

COURSERA CERTIFICATES:

- Excel essential for data analysis.
- Financial accounting foundations.
- Business analytics.
- Accounting for inventory.

Languages:

- Arabic: Native
- English: Excellent proficiency

Personal Information

- Nationality: Syrian
- Date of Birth: October 10, 1995
- Residency: Erbil – KRG
- Marital Status: Single