# C.V.

# Personal Information:

***Birth Date:*** 27/10/1985

***Gender*:**  Male.

***Nationality*:** Jordanian

***Marital Status:*** Single

***Visa Status:*** Residence Visa.

# Career Objective:

Professional Senior accountant with more than 6 years’ experience in UAE in management level looking for opportunity in developing company ,can provide an integrated environment for creativity and success. In addition to have new skills of Accountancy & Auditing.

# Education:

**June 2008: University of Petra, Amman, Jordan**

**Bachelor's degree in Accounting**

GPA: **Very Good Rate** 2.67 /4

# Professional Experience:

**\* Oct 2011 – Present: Diversified Accounts Department Incharge**

**Company Name: Sharif Metals International - Sharjah (UAE)**

**Job Description in Sharif Metals Int`l as:**

* Update day to day transactions into Sage Pastel Accounting Software.
* Monitoring & Checking 2 Accounts (Jordan & Kuwait) as Preparing GRV (Goods Received Voucher), Prepare Telegraph Transfers Request, Issued Debit/Credit Notes, Monthly Reconciliations of accounts.
* Prepare Monthly Reconciliations &MIS reports related to GCC investments accounts and report it to the Management and CEO.
* Attend & Prepare Minutes of Meetings.
* Preparing Financial Statements and Reported to CEO and External Auditors.
* Handling Real Estate Co for Sharif Metals for Property investments.

**From 2012 till Present. Shifting to** *REAL Estate & Properties Management Company*

*ASWAR Real Estate - Sharjah*

**Senior Accountant as:**

\* Dealing & contact with the tenants and receiving the rent payments and Verifying Tenancy contracts and to ensure it applicable in accordance with municipality law & regulations.

\* Accounts Payable Incharge by checking the Operating Payments & maintenance agreements quotations.

\* Dealing with Insurance companies for making insurance policies for properties in addition for dealing the insurance claims.

\* Monitoring & Controlling Accounts Dept thru SIMSAR System as:

- Bank Reconciliations.

- Checking Tenants Statements.

- Controlling & Checking Weekly reports related to Real Estate operation process (Bounced Cheques report, Overdue Rents, And Vacant Report).

- Ensuring that all flats are occupied all the time and proposed reports to take Decisions.

- Subordinators for 2 Accountants.

\* Reporting to CEO, managing Director and Financial Controller.

\* Maintain & Control accounts related to constructions under development:

- Controlling Percentages of completion for the projects provided from Contractor/Consultant and link it with the due payments.

- Prepare MIS Reports related to the constructions and present it to CEO & Management.

- Preparing feasibility study for proposed project and present it to CEO & Management and CFO to take decision.

- Translate Agreements of Selling, Purchasing and Make Summary &analysis for taking Decisions and knowledge of Property valuation requirements.

**\*June 2008 - Sep 2011: Accountant - Finance Department Officer.**

**Company Name: Alissar Flowers International FZCO.**

Dubai Airport - Dubai Flower Center, Dubai, United Arab Emirates

Company Industry:  Import & Export Cut Bulbs & Rose Plants as Trading & Consultant Profit Branch.

Flowers Arrangements and Bouquets & Flowers as Retail Sales in Cash & Carry Division.

Arrangements for Wedding, Events, Hotels and Corporate in addition to Fixed Contracts.

**Worked in Alissar Flowers Companies (Dubai-Qatar Branch) from Dubai office Branch from 6-2008 till 9-2011 as (Accountant up to finalizing) with Job Descriptions as:**

* Accountant for 4 Subsidiaries Co. located in Dubai & one in Qatar.
* Monitoring & Maintain Qatar branch from Dubai office via coordinating with the account manager and the staff as
* Following Day to Day Transactions and preparing Journal entries& Cash/Credit Invoices.
* Maintaining Petty cash transactions.
* Preparing TT and payments for suppliers when required and as per payment terms in addition to follow the collections from the Clients.
* Prepare Monthly Salaries and wages & Commissions calculations reports.
* Prepare Reconciliations for Banks & Related Parties & A/R & A/P.
* Preparing Monthly Financial Reports (Reconciliation of Balance sheet/ p&l).
* Preparing consolidated financial reports and Analysis the Data in addition for MIS Reports to present it to the management.
* Ability to link Inventory system with the accounting system.
* Preparing a costing for Export/Import Shipments.
* Competency in Microsoft applications including Word, Excel and Outlook.
* Awareness of Auditing Procedures, requirements& Adjustments in addition to financial year closing.

# Languages:

**Arabic: Mother Language.**

**English: V.Good (Reading, Writing, Conversation).**

# Certificates:

\*  **26th.June.2012 CERTIFICATE OF MEMBERSHIP represented from Institute of Internal Auditors (IIA).**

\* **Jan 2012 Certified Professional Internal Auditor (CPIA) from CPIA-USA under supervision of Development Institute (DIC) - DUBAI with a Scholastic Remarks of Excellent Accredited by ACCA (American Council for Accredited Certification) one of Institute of Professional Managers (IPM) ratify by Knowledge & Human Development Authority -DUBAI.**

\*  **July 2011 Certified Professional Senior Auditor (CPSA) from CPSA-USA under supervision of Development Institute (DIC) - DUBAI with a Scholastic Remarks of Very Good Accredited by ACCA (American Council for Accredited Certification) one of Institute of Professional Managers (IPM) ratify by Knowledge & Human Development Authority -DUBAI.**

\*  **Year2009 - Certificate of Financial Analysis from Jordan.**

\* **Year2009 - Soft Skills Certification from Jordan.**

\* **Year 2008 - Certificate by 94% degree of Accounting Major in "Kafaa Exam" from Higher Education Accreditation Commission.**

# Skills & Courses:

**Computer Skills**  Expert

**Printing on Keyboard** Expert

CMA Principles in Jordan {Part 2 & Part 3} Intermediate.

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**Gulfjobseeker.com CV No:** **1518462**