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| *Curriculum Vitae (C. V.)* |

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| ***Career Objective*** |

I am seeking a senior financial and / or administration position, with a reputed organization, that would meet and utilize my collective and extensive experience in various aspects of Accounting, Finance and Administration fields.

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| ***Personal Information*** |

## [Ahmad.259236@2freemail.com](mailto:Ahmad.259236@2freemail.com)

## Name : Ahmad

* Date of Birth : 1 June 1965
* Marital status : Married
* Nationality : Jordanian

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| ***Languages*** |

1. Arabic : Mother Tongue
2. English : Excellent

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| ***Education*** |

1. B.Sc. in Management, obtained in January 1991, from the **Middle East Technical University /**

**(ex The American University)**, Ankara / Turkey.

1. A 6-month course in Accounting from the **High Studies Institute**, Kuwait city / Kuwait,  
    (from November1983 to May 1984).

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| ***Certification*** |

1. The applicant has studied CMA courses and preparing to take the exam in the near future.

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| ***Professional Experience*** |

* Sep. 2011 – Apr. 2015 : **Finance & Administration Manager**, at Oxygen Computers & Telecom. Co. (Amman / Jordan)

***Main Activity:*** Trading in Computers, Laptops, Networks, Antiviruses, Security Systems and all kinds of IT Solutions

***Key Responsibilities:***

* Supervise and direct all issues related to the accounting activities and functions.
* Overview and control accounts receivable, accounts payable and general ledger.
* Prepare the firm’s budget and monitor it on quarterly and yearly basis.
* Monitor cash flows and use the same to predict future financial trends ensuring that sufficient funds are always available.
* Provide interpretations on financial information.
* Manage and supervise all relations with bankers.
* Ensure that the Company’s property is safe and secure.
* Supervise all kinds of contracts held with all different parties.
* Supervise the Company’s stores, automobiles and other assets.
* Manage and supervise all maintenance works needed.
* Overview all issues related to the Company’s personnel.
* Perform other duties assigned by the General Manager.
* Jun. 2008 – Jun. 2011 : **Finance & Administration Manager**, at Al-Karam Al-Arabi Catering Services Co. (Al-Khobar / Saudi Arabia)

***Main Activity:*** Catering and Life Support Services.

***Key Responsibilities:***

* Manage and supervise financial and accounting activities including accounts receivable, accounts payable, general ledger and others.
* Prepare monthly and yearly financial statements & reports.
* Perform financial analysis reports on business performance and results.
* Prepare and monitor Company's forecasted budgets.
* Prepare and monitor Company's cash flows to ensure optimal cash usage and management.
* Establish and supervise direct contact with banking institutions.
* Develop and supervise all other finance department activities.
* Mar. 1998 – Jun. 2008 : **Finance Manager**, at Heidelberg Jordan – Printing Development Co. (Amman / Jordan)

***Main Activity:*** Supply All Needs of Printing Process Line Machinery, Equipments, Tools and Spare Parts.

***Key Responsibilities:***

* Overview and manage receivables, payables, general ledger and other accounting activities.
* Prepare monthly and yearly financial statements as well as due financial analysis reports.
* Prepare and monitor Company's budgets and highlight variances.
* Prepare and monitor Company's cash flows to determine funds deficits and surplus.
* Establish and supervise all banking relationships and issues.
* Plan, overview and control all other department activities.
* Nov. 1993 – Feb1998 : **Chief Accountant & Administrator**, at Sunrise Trading Est.

(Amman / Jordan)

***Main Activity:*** Trading Mainly in Yarns, Clothes and Food Stuff.

***Key Responsibilities:***

* Develop, perform and maintain all aspects of accounting and bookkeeping activities.
* Prepare financial statements on monthly, quarterly and yearly basis.
* Supervise due collection & payment accounts.
* Deal with all related banking transactions specially L/Cs.
* Draft and execute all commercial correspondences with principals.
* Assist majorly in other Company's activities like planning sales and business administration.
* Mar. 1991 – Oct. 1993 : **Accountant**, at T. Gargour & Fils Co. - Shipping Division

(Amman / Jordan)

***Main Activity:*** Shipping Lines Agent for Global Marine Shippers and Provider of Marine Services.

***Key Responsibilities:***

* Classify all vessels’ disbursements vouchers and documentation.
* Prepare accounting statements for each vessel’s disbursements.
* Correspond to shipping lines owners on related accounting issues.
* Prepare and maintain monthly staff payroll.

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| ***Training Courses*** |

1. **Feasibility Studies & Decision Making** (from 20/08 to 24/08/2005).
2. **Budget Discussion & Estimated Budget Strategies** (from 30/11 to 04/12/2003).
3. **Income Tax Law & its Alternations** (from04/11 to 07/11/2001).
4. **Credit Financial Analysis** (from 08/04 to 12/04/2001).
5. **Sales Tax Law & its Alternations** (from 20/11 to 22/11/2000).
6. **Microsoft Office Applications & Internet** (from 15/09 to 19/11/1998).
7. **Financial Analysis and Auditing** from the Jordan Association of Certified Public Accountant (JCPA) Amman / Jordan (from 14/07 to 16/07/1997).
8. An **Advanced Practical Accounting Training Course** from Sallam Accounting & Computer Center, Amman / Jordan (from June –August 1996). This course equals one year experience in practical accounting.

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| ***Skills*** |

1. High interpersonal, communication and writing skills.
2. Self – motivated and team player.
3. Ability to work under pressure.
4. Knowledge in ERP based financial and accounting systems.
5. Microsoft Office applications (Excel & Word) and Internet.