**"Mohammad**

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***Career Objective:***

To earn & learn with high degree of quality, integrity, commitment and responsibility, in a challenging, rewarding and in a progressive organization with professional approach.

***Career Summary:***

1. **5 years as a Factory Manager (water coolers) Till date.**

Following up ,controlling and coordinating all issues related to sales orders, purchasing raw material, human recourses and public relations , and production line ,in addition to arranging with logistics and accounts for preparing a necessary documentation for delivery.

During all above procedures we care to reach minimum cost also try to reach highest satisfaction of our customers in order to reach our target with maximum profit.

-I worked 12 years with **readymade garments factory** as chief accountant.

**B) 8 years as Accounts Manager (*B.A EMEL COLD* ) and 12 years as a Chief accountant.**

* Expertise in Accounting Systems Development, Fiscal Management & Financial Reporting.
* Short & long term budgeting and forecasting.
* Proven record of developing and implementing financial. and operational controls that improve Profit & Loss Account.
* Recognized for ability to identify continuous change actions to reduce cost, enhance quality, and increase margins Enjoy driving new improvements.
* Analyze financial information and summarize financial status.
* **Professional Experience:**

**Presently working as a Factory Manager with *The factory of Bin Aweidha Emelcold llc* *FROM 2012 TILL DATE :***

* ***Follow up sales orders***

*-with local and foreign customers, maximizing our sales with finding a new customers,*

*-* ***Follow up and control purchasing raw material***

*-Buy on time with the best prices*

*- monitoring LME prices to catch best price with suitable time.*

*-,finding new suppliers with good quality, best prices ,best delivery time and payment terms.*

*-keep reasonable re-order level of raw material which can keep production running without any interruption.*

*-keep a good relation with all suppliers.*

* ***Follow up and controlling the production line :***

*-schedule the job orders into the production as per delivery date of sales orders.*

*-arrange with production manager the production schedule in advance.*

*-ensure that we reached to the maximum production.*

*-monitoring and any adjustments required to keep the production close to their productivity.*

*-make sure the availability of all raw material before start the job order, in case o some missing items , we make sure to arrange it on time.*

*Follow up with the production manager all machine maintenance and any new requirements .*

*-Planning man power managements.*

*-following and arranging with production supervisor all procedures needed to reach a highest quality (quality control).*

* ***Follow up HR and Public relation:***

*-follow up with all public relation for all company registrations to be done on time.*

*-follow up and controlling any new requirements of labors or any new staff .*

*-controlling staff annual leave in order to keep the production line running and deliver all orders on time .*

*-follow up with HR manager all labors difficulties or any problems, and make sure that its solved in a good way****.***

* ***Accounts Manager* with *The factory of Bin Aweidha Emelcold llc*, Sharjah , United Arab Emirates since May 2006 till 2012.**

**Professional strengths:**

* Prepare financial reports, statements,.
* Possess in-depth knowledge of accounting, financing,
* Budgeting and cost control principles (short and long term budgeting and forecasting).
* Expert with preparing import and export L/C documentation.
* Ability to analyze product profitability.
* Analyze revenue and expenses to ensure they are recorded appropriately on month basis.
* Analyze financial information and summarize financial status.
* Direct internal and external audits to ensure compliance plan, assign and review staff work.
* Support month-end and year-end close process.
* Expertise in automated financial and accounting report systems.
* Possess verbal and written communication skills.
* Develop and document business process and accounting policies to maintain and strengthen internal controls.
* Assist book keepers, coordinators, principals, and administrators on day-to- day financial matters reports and questions.
* Ability to motivate team and handle multiple tasks.
* Knowledge of basic operating systems like Microsoft Word, Excel and Accounting Software, Tally, Peach Tree, and other customize program etc .etc.
* **Area of Responsibilities:-**
* Holding overall responsibility for all matters relating to accounts and financial aspects.
* Preparation and finalization of monthly, weekly statement, final Account and other financial statements.
* Recognized for efforts to identify new processes to improve quality, reduce costs, and increase margin.
* Prepare monthly job costing report, and find out if any differences.
* Established and monitored internal controls and ensured that accounting activities are in accordance with legal, government and company policies.
* Ensured that the accounting procedures of the company conform to the accepted accounting principles
* Supervised and monitored accounting staff.
* Handled the tasks of account payable and account receivables.
* Responsible for processing payroll in a timely manner
* Handling day to day financial affairs with the director of Management, all banking and insurance matters. Payment parts, approving quotations.
* Correspondence with local and overseas debtors, Creditors, etc.
* Verification of Fixed Assets, Current Assets including Stock, etc.
* Examination of relevant Ledgers, Reconciliation of Local etc.
* Import & Export Documentation & Clearing.
* Follow-up and preparing all documents needed for opening imports LC's, and prepare all documents for exports LC's to the bank.
* Preparing yearly budget with budgeted cash flow.
* Preparing quarterly cash flow.
* Office management and Administration.
* Co-ordinate with production, warehouse, purchase department and sales to produce and deliver all sales orders.
* Import and Export, documentation container clearing, booking, duty exemption etc.
* Inventory control, reorder level reporting to the manager.
* Handling all company documentation works related to Ministry of Labor, Emigration, Chamber of Commerce, Ministry of Economic Department, and Ministry of Finance, Traffic and Insurance Dept. and P&L Management Auditing and Compliance .
* Managing the complete payroll process from preparation till disbursement in compliance to the WPS.

**Worked as an *Accountants manager, City Media LLC*. Dubai, United Arab Emirates, since March, 2003 till May, 2006**

* Area of Responsibilities:-
* Commercial Accounts, Banking transaction, documentation up to finalization.
* Monitoring Local purchases.
* To keep liaison with others Sections.
* Monitoring stores Accounts.
* Inventory Control (Minimum Stock reordering level).
* Banks Reconciliation.
* Follow-up A/R AND A/P accounts.
* Prepare all financial statement (P/L and Balance sheet).

Achievement: Promoted to administration Manager & Accounts Manager after completion of 2 years from joining the company.

Worked as an ***Accountant*** with ***Jarwan Garment Factory*** at Jordan, since April, 1990 till February, 2003

* **Area of Responsibilities:**
* Record and Post all daily accounts transactions .
* To Monitor Accounts, payable, receivable ,bank and cash.
* Banks reconciliations.
* Preparing Payroll.
* Preparing monthly costing report.
* Control of Credit sales, accounts reconciliation and payments collection.
* Following creditor accounts payments.
* Coding of Products(Par code system)**.**
* Stock control (Year End inventory, re-order level, receiving and issuing items procedure) .
* Preparing monthly social security reports and follow-up with social security department.
* Preparing reports for tax and value (VAT) added tax department.
* Preparing all periodic and on demand reports.
* Prepare all financial statements (P/L statement, Balance sheet).

**Educational Qualification:**

* **MBA** Finance, Ajman University of Science & Technology, Ajman, U.A.E Jan, 2012.
* Bachelor's degree in finance and business management, Commerce College,

Philadilphia University, Jordan Jun,2002.

* Diploma in computer programming ,Arab Community College, Jordan Jun,1987

**Additional Courses:**

* **Microsoft Office**, Sciences center for communication & computer, Jordan August,1990
* **XENIX Operating System**, Techmix Center, Jordan May,1994
* **Production planning & control** ,University of Jordan November,1994
* **TOEFL** exam August 2010 (600 )

**Computer Skills:**

* Computer Languages / software packages.

**Accounts Package: -** Daceasy, Peachtree, Accounting and Tally

**Operation Systems:** Microsoft Windows, XENIX

**Office Applications:** Microsoft Office (word,excel, power point,outlook)

**Personal Profile**

Nationality : Jordanian

Date of Birth : 26st October, 1966

Marital Status : Married (2 Kids)

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