**EHAB**

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**OBJECTIVES**:

To engage in a career that will allow for progress in terms of expertise, socio-economic development, and innovation through exposure to new ideas for professional growth, as well as growth of the company.

**SKILLS**:

* An innovative, goal oriented and results-driven professional, specialized in the implementation of new systems and procedures particularly in Accounting software like Tally, Quick books, Peachtree, Dac Easy & ERP aimed at improving efficiency, quality and productivity.
* Adapt at executing strategies to consolidate organizational processes and ensuring productivity within time, budget and quality parameters.
* Catalyst in improving performance and profitability; possesses valuable insights, keen analysis and team approach to implement best practices and cost effective professional.
* Able to handle work high pressures meeting tight deadlines and multiple deliverables.
* A proactive individual, adapt to change and a quick learner in terms of functions, duties and responsibilities.
* Team player with superior communication and interpersonal skills, easily establish rapport with department heads, co-workers, suppliers and clients.
* A Computer literate, excellent in problem solving, analytical, tend to be always logical and in search for win-win solution.

**PROFESSIONAL EXPERIENCES:**

**DES*i*GN DES*i*GN LLC November 2012 - Present**

**Dubai Silicon Oasis**

**Dubai, UAE**

**ACCOUNTS MANAGER**

* collating, preparing and interpreting reports, budgets, accounts, commentaries and financial statements.
* undertaking strategic analysis and assisting with strategic planning
* producing long-term business plans
* undertaking research into pricing, competitors and factors affecting performance
* controlling income, cash flow and expenditure
* managing budgets
* developing and managing financial systems/models
* carrying out business modelling and risk assessments
* supervising staff
* liaising with managerial staff and other colleagues.
* Releasing Invoice, LPO and payment for the suppliers and sub contractor

**Drake & Scull International PJSC October 2009 –November 2012**

**Dubai Investment Park**

**Dubai, UAE**

**SENIOR ACCOUNTANT & PAYROLL MANAGER**

* Primary responsibility is to prepare financial statements and supporting schedules according to monthly close schedule
* Facilitate and complete monthly close procedures
* Analyze revenues, commissions and expenses to ensure they are recorded

Appropriately on monthly basis

* Prepare monthly account reconciliations
* Assist with analyzing financial statements on a monthly basis and report on variances
* Assist with financial and tax audits
* Assist with preparing tax returns and corporate reporting requirements
* Assist with quarterly producer commission reports; analyzing and

Correcting discrepancies

* Assist in documentation and monitoring of internal controls
* Other projects as assigned

**Core Construction Company** **November 2008 – November 2009**

**(Member of AL Rajhi Investment Group)**

**Dubai Investment Park, UAE**

**SENIOR ACCOUNTANT**

* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
* Produces payroll by initiating computer processing; printing checks, verifying finished product. Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
* Avoids legal challenges by complying with legal requirements.
* Secures financial information by completing database backups.
* Protects organization's value by keeping information confidential.
* Updates job knowledge by participating in educational opportunities;reading professional publications; maintaining personal networks; participating in professional organizations.

**Al-Shafar General Trading Co. LLC September 2005 – Nov. 2008**

**Al-Shafar Trans. & Contracting Co.**

**Al-Shafar Group of Companies**

**Dubai, UAE**

**ACCOUNTANT**

* Develops and implements accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against fraudulent, unlawful, or excessive
* Develops and prepares monthly reports to track all financial activity receivable accounts, to include property taxes, motor vehicle excise,
* Develops and prepares year-end financial reports to include balance sheet and revenue and expense statements for the audit process. .
* Develops the operating and capital budget documents and facilitates for review and approval.
* Submits monthly reports detailing all financial activity; prepares monthly operating statements reporting current and annual expenditures under authorized appropriations.
* Reviews contracts before award to assure performance with requirements and with meeting approval; certifies as to availability of funds.
* Maintains files of all original contracts entered into including but not limited TO contracts for service and employment contracts.
* accounting and data processing functions.
* Attends Finance Committee meetings as directed by the Town Administrator.
* Analysis, budget development. Attends conferences, seminars, and training sessions for professional development purposes.

**Mass Communication LLC June 2004 – August 2005**

**Amman, Jordan**

 **ACCOUNTANT**

* Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Report to management regarding the finances of establishment.
* Establish tables of accounts, and assign entries to proper accounts
* Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems.

**PROFESSIONAL QUALIFICATION:**

**AL BAYT UNIVERSITY**

Faculty of Economics and Administrative Sciences

Bachelor of Accounting

Mafraq, Jordan

GRADUATED YEAR 2005

**PERSONAL DETAILS**

**Birth Date August 28, 2016**

**Birthplace Abu Dhabi, United Arab Emirates**

**Religion Islam**

**Nationality Jordanian**

**Languages Arabic and English**

**VISA STATUS**

Employment Visa (Unlimited)