

**curriculum vitae**

Name : Ghanem

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**Objectives** :

Seeking a suitable job in a reputable firm where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

**Qualifications:**

* **B.Sc.** **in Accounting**, Yarmouk University - Irbid, Jordan – June, 2013 Rank/Classification: Excellent .
* Certified Management Accountant (CMA) Qualified 2017 Continued .
* IMA (Institute of Management Accountants) .

**Experiences:**

* General Accountant, *Arab Tala Trading Co. LLC*, Dubai – UAE, Nov**.** 2014– Nov**.**2016
* Training Course: *Professional Accountant Training* - Irbid Chamber of Commerce - Jordan. Equal to one year of work experience.

**Duties & Responsibility**

followings are my main duties and responsibility:

* Supervising and handling of financial records and accounts for reporting and management information purposes. Managing company financial resources.
* Supporting financial management in directing budgeting and cost controlling and maintaining cost check across processes
* Overseeing treasury, budgeting, procurement, and internal audit activities of the group and its components.
* Ensuring timely financial and statistical reports to senior management and board of directors
* Formulating and deliberating on business plans and growth opportunities and providing first hand financial and business analysis to board to support relevant proposals
* Ensuring compliance with required financial and accounting standards and controls.
* Maintaining oversight of talent acquisition for the group in various functions and departments and ensuring head count are properly allocated
* Liaising with external stakeholders including suppliers, banks, and regulators to ensure seamless communication loop and to keep abreast of changes in relationship with those stakeholders and to address their requirements.
* Production-planning supervision, scheduling for production, overseeing the preparation of schedules for manufacturing of industrial and commercial output.
* Conducting periodical/ad hoc reviews to ensure that processes and functions are compliant of various policies and procedures and ensuring regulations are adhered to at all times.
* Planning future financing requirements and regularly reviewing debt portfolio for optimum rates. Moreover, assisting in preparation of business plans and financial forecasting for other ventures being considered.
* Financial analysis .
* Assist in the implementation of new procedures to enhance the work flow of the financial department .
* Manages the team to ensure the work is properly allocated and completed in an accurate manner.
* Working with the external auditors on the yearly balance sheet .
* Training new employees to insure compliance with work policies and procedures .
* Managing the annual master budget (including proforma financial statements) and developing revenue projections aloge with final budget documents .
* Preparing the monthly variance analysis files along with management reporting including comments and recommendation.
* Preparation of budget along with evaluating the investment projects.
* Monthly and quarterly management reporting including financial statement analysis.
* Translating business strategies into financial plans.
* Support annual and long term strategic planning processes.
* Evaluate the performance of different profitability centres.
* Verify monthly Actual vs. Budget for each department .

Training Courses

**Practical applications for accounting on manual and computer:**

-Financial and accounting transactions

-Financial statements

-Cash flows statements

-Financial data entry on computer

The course is equivalent to **a full year experience** in a commercial industrial

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| Personal skills and competences |  |
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| Mother tongue(s) | Arabic |
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| Other language(s) | English, Fluent |
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| Organisational skills and competences | Effective communication skills  Presentation skills  Effective team building skills  Leadership skills |
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| Technical skills and competences | CMA/  Advanced financial statements analysis and business valuation  Advanced excel skills  Professional controllers  Professional controllers mainly for performance measurement tools,  analysis of change and balanced score card. |
| Computer skills and competences | Microsoft Office (Word, Excel, Access and Power Point) |
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| Other skills and competences | -Ability to make fast and yet reliable decisions about how to solve problems.  -Willing to learn new Technologies to be synchronized with the work requirements.  -Energetic, Enthusiastic, self-motivated and dynamic.  -Ability to work under pressure, Familiar with multi-national working environment.  -Excellent communication skills and Ability to work as team leader. |

**Personal Information:**

* Date of Birth: 01/05/1991
* Nationality : Jordanian
* Address: Dubai – UAE

Marital Status: Single

**Note: References are available upon request**