***C.V.***

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***Jamal.365574@2freemail.com***

Name: Jamal
Marital Status: Married
Location: Dubai – UAE

*Visa owned tourism in the UAE*

*Studies:*

* **Bachelor of Commerce (Accounting), Ain Shams University –2005**
* **Certiﬁcate of Accounting — International British Institute 2006.**
* **ICDL computer course.2007.**
* **Course in dealing with all accounting software 2008**
* **Course MS. Excel-Level 2 From Human Investment Corp. (Kuwait)**
* **CMA candidate**
* **Have 2 Years’ Experience dealing with several different program At KFH such as:**

 **\* ORACLE R11&R12 AP&FA**

 **\* MOSICE \* ARCIVING**

 **\* PHONEX \* E-Business**

 **\* PAYMENT ORDER**

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*Experience:*

**September 2014 to November 2016**

***Position:***

**Senior Internal Auditor - Gulf Cable &Electrical Industries Co. - at Kuwait**

***Job Descriptions:***

## 1). Oversees the Auditing Of Current Financial Data & RelatedTechnical Documents of Various inthe Financial (Accounting,Costing, Inventory), Purchase, Admin, Sales, Stores Departments toEnsure Accuracy & Compliance with Company Guidelines & Law.

## 2). Responsible Of Achieving Settled Policy & Procedureofthe Company.

## 3). Ensure That All Documentation a Compliance with the Company’s Regulation & Professional Standards.

## 4). Analyses Insurance Needs & Sources Coverage for the Organization.

## 5). Audits Edging of Accounts Receivable Function improves Efﬁciency.

## 6). Assignments Include Oracle Information Systems Auditing.

## 7). Review Applicable Accounting Reports & Accounts Payable Register to Ensure Accuracy.

## 8). Review Monthly Financial Positions, Balance Sheets, Proﬁt & Loss Statement& Other Financial Reports.

## 9). Supervising the Physical Count Inventory & Fixed Assets…etc.

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**April 2012 to April 2014**

***Position:***

**Senior Accountant - Kuwait Finance House Bank - at Kuwait**

***Job Descriptions:***

**1). Passing Accounting Entries Billing & Entries of**

**Payments**

**2). Passing Accounting Entries for the Monthly Limitation**

**3). Passing Accounting Entries for Depreciation of Fixed Assets**

**4). Preparation for Outstanding Accounts Payable & Receivable & Report Their**

**5). Preparation Reconciliations for Prepaid Expenses for Local Real Estate, Investment Sector &Infra-structure Projects & Make Separate Reports For Them**

**6). Preparing Correspondence Position Projects For All Departments & Outstanding Accounts & Send It to the Concerned Departments To Work For The Floors In Those Accounts Outstanding**

**7). Preparing Department & Branches Petty Cash & Follow-ups to Make Sure They Conform With theDifferent G.L**

**8). Pass Restrictions Revenue for Subsidiaries & Al—Noor Magazine**

**9). Passing Private Entries Increase or Reduce the Capital Of The Commercial Sector**

**10). Send Copy of Any Invoices Related Trading Sector Weekly Basis, Whether the Opponent or Fixed Deposit**

**11). Pass Entries for Fair Values & Report Evaluating Investment**

**12). Pass Entries for Baitak Building - Real Estate**

**13). Preparations of Report on Fixed Assets**

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**October 2010 to March 2012**

***Position:***

**Auditor at - Co-ordination Center Certiﬁed Accountants - at Kuwait**

***Job Descriptions:***

**Audit of ﬁnancial statements and accounting guidance and access to the ﬁnal ﬁnancial statements in accordance with international accounting standards and preparation:**

1. **Income statement**
2. **Statement of Cash Flows**
3. **Statement of changes in equity**
4. **balance sheet**

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**September 2008 to September 2010**

***Position:***

**Accountant at - TRASS International Co. - at Kuwait**

***Job Descriptions:***

 **Perform the daily work of all journal, payment and receipt vouchers, and report audit ﬁndings for the activities of company’s three (Real Estate — Transport & shipping - buying and selling cars), and preparation:**

**1- Monthly report of the sales & revenue**

**2- Monthly report of the expenses**

**3- Monthly report on the expected cash ﬂows**

**4 -Monthly report of the banks Reconciliation**

**5 -Monthly report of the accounts receivables & other debit balances**

**6 -Monthly report of the accounts payables & other credit balances**

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**January 2006 to July 2008**

***Position:***

**Auditor at - Tariq Hariri Office for Accounting – at Egypt**

***Job Descriptions:***

**Audit of ﬁnancial statements and accounting guidance and access to the ﬁnal ﬁnancial statements in accordance with international accounting standards, and preparation:**

1. **Income statement**
2. **Statement of Cash Flows**
3. **Statement of changes in equity**
4. **balance sheet**

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***Personal skills:***

* ***Very good communication skills***
* ***Responsible, reliable and conﬁdent***
* ***Hardworking, intelligent and fast learning person***
* ***Ability to work under Pressure. Enjoy the team work environment***
* ***I have the ability to creative work in all circumstances Always looking for continues learning and improvement***

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