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| **Wa'el** Wael.370144@2freemail.com  |
| I am a highly competent, efficient and result oriented professional with over 16 years of experience working on diverse companies, with a focus on business companies. I specialize in business improvements, as well as being an expert in developing financial planning frameworks.I translate these into actionable and tangible results. |

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| Core Competencies | * Extensive experience in diverse companies with proven track record, had worked as a financial and administrative manager in well-known companies.I am seeking a new challenge were i can use my experience and strong financial knowledge to enhance the company's overall performance and reflect that through the increase in revenue and net profit.Top Achievements include:-Decreased operations costs by 40%.-Reduced fail over time by 25%.-Improved system performance by 60%.-Exceeded performance targets by JOD 20k.
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Work Experience

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| ArchiArts Community Amman  | **Financial & Administration Manager**Oct 2015 – Aug 2016 * ● Manage accounting and financial reports for spending, payroll, income, mergers, etc.● Presented and reviewed financial reports with the board of directors; discussing future financial outcome for the company.● Evaluated employees for performance and workmanship, managed all aspects of the company's finances and, did other misc. tasks.● Guided the accounting department in how to create reports and financial statements for presentation at weekly meetings

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| Primedia Signs Supply Co Amman  | **Financial & Administration Manager** Aug 2007 – Aug 2015 * ● Management reporting, budget, and prepare periodical financial statements.● Monitoring budgets and comparing them with actual cost and revenues related to production, marketing and capital.● Handled the tasks of managing financial accounting of the organization.● Responsible for analyzing market trends and competitors● Played major role in providing and interpreting financial information.● Handled the tasks of equity research and debt financings.● Formulated long term and strategic business plans.● Produced accurate financial plans meeting deadlines.● Developed long term relationships with bankers, auditors, solicitors and inland revenues.● Hired and trained staff for finance department.● Ensured compliances with group accounting policies and financial reporting standards.● Handled tax matters, audits and the negotiations with banks.● Oversee the receipt of payments from clients and participate in the development of payment schedules.● Develop and oversee the maintenance of budget monitoring systems.● Oversee the preparation of working papers and approved budgets; ensure that expenditures for budgets and contracts are monitored and that reports are prepared to maintain balanced accounts

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| Al Nbhan Hotel Suites Amman  | **Senior Accountant** Oct 2002 – Jul 2007 * ● General accounting and administrative duties.● Preparation of income statement and balance sheet and monitoring of cash flow.● Estimates cost and controlling the receivables and payables.● Helped the company in collections.● Estimated governmental taxes

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| Al-Aqsa for Auditing & Financial Consultations Amman  | **Accountant - Tax**Sep 2000 – Oct 2002 * ● Auditing on receivables, payables, stocks and inventories.● Governmental taxes consultations.● Preparation for custom exemption certificates.● Studies and analysis to prepare cost estimates for different commercial and industrial companies

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| Al –Qatan Trading Company Amman  | **Accountant**Jul 1999 – Sep 2000 * Report to management regarding the finances of establishment.
* Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting or other tax requirements.
* Establish tables of accounts and assign entries to proper accounts.

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Education

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| Philadelphia UniversityAmmanJun 1999  | **Accounting**  |  |

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| Additional Skills | * Course in JCPA
* Negotiation
* Team Leader
* Computer Skills: - Operating Systems (Win XP, Win Vista).- Microsoft Office (Excel, Access, Word).- Oracle & Database Systems.
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