**Abedalqader**

Dubai, United Arab Emirates

Email: [**abdelqader.381830@2freemail.com**](mailto:abdelqader.381830@2freemail.com)

**Objective:**

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.



**Personal Information**

**Nationality: Jordanian**

**Date of birth: July 3rd .1984**

**Place of birth: Ruseifah -Jordan**

**Gender: Male**

**Marital status: Single**

**WORK EXPERIENCE:**

* + **Accountant: Freelancer / Amman - Jordan 01/07/2017 - Present**
* Following Income & Sales Tax.
* Cost Control for Projects Under construction.
* Work with management in issuing suitable financial policies.
* Preparing required financial reports and ledgers for external auditors, and work with them to issue balance sheet.
* Analyzing financial reports.
* Follow post financial transactions.
* Manage cash flow by tracking transactions and regularly reviewing internal reports
* Following HR Dep. (social security, taxes, and payroll).
  + - **Chief Accountant: AL-Zer for Constructions/ Amman – Jordan 14/01/2008 – 30/06/2017**
  + Follow collecting debits, and update accounts payable and timely payments to suppliers, accounts receivable and issue invoices
  + Posting daily transactions.
  + Monthly reconciliation, and accounts updating.
  + Financial reporting: trial balance, income statement, cash flow, and other required reports.
  + Sharing in budgeting, and forecasting, then follow apply it.
  + Financial analysis, to make a suitable decision.
  + Analyzing financial reports and transactions.
  + Provide professional assistant to employees, projects managers, and control them to apply plans, and company policies.
  + Contribute in sign contracts with external parties.
  + Follow actual cost, and expenses, to be sure that we under the budget.
  + Work with external auditors to issue balance sheet, and prepare required documents for that.
  + Build good relations with external parties like (banks, suppliers, customers) and follow with them financial issues.
  + Audit financial transactions and document accounting control procedures.
  + Assist in developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
  + Following HR dep. (social security, taxes, and payroll).
* **Accountant: AL-Rebat Housing Co./ Amman - Jordan 01/03/2007 – 31/12/2007**
  + Posting daily financial transactions.
  + Issue cost projects.
  + Monthly settlements and adjustments for accounts.
  + Cooperate with financial manager in issuing final statements

**EDUCATION**

**Diploma in accounting information systems**

Arab Community College-Amman, Jordan

**COURSES**

**Practical Accounting** (36 Hours) at Injaz Center-Amman (2007)

**JCPA** (102 Hours) at Injaz Center-Amman (2007)

**SKILLS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Computer& Internet | 90 % |  |  |  |  |  |
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| Microsoft Office | 90 % |  |  |  |  |  |
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| Computerizes Accounting Systems | 90 % |  |  |  |  |  |
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| Communications Skills | 90 % |  |  |  |  |  |
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| Team Worker; Hard Worker | 90 % |  |  |  |  |  |
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| Time Management | 90 % |  |  |  |  |  |
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| Ethical & professional attitude | 90 % |  |  |  |  |  |
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| Carry Out Administrative Duties | 70 % |  |  |  |  |  |
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**LANGUAGES**

ARABIC (mother language)

English: Reading, writing and speaking (Good)

**REFERENCES:** Available upon request