**Milad**

SENIOR ACCOUNTANT

**CONTACT DETAILS**

 milad-392930@2freemail.com

Abu Dhabi - UAE

**COMPETENCIES**

* UAE Driving License
* Knowledge in UAE VAT Law
* Expert in MS Word & MS Excel Formulas
* UAE Equivalency Certificate

**LANGUAGES**

* Arabic – Native
* English – Full proficiency

**INTERESTS**

* Community activities
* Playing Football
* Traveling

**EDUCATION**

* Arab American University (Palestine)

– Bachelor degree in Accounting

* Jenin Secondary Highschool

– Scientific Stream

**TRAININGS ATTENDED**

* Al-Majd Establishment for Accounting, 100 hours (Sep 2013)
* Hisham Massad for Auditing, Tax Calculations (Jul 2014 - Oct 2014)

**SKILLS**

* Natural Leadership Skills
* Decision Making Skills
* Problem Solving Skills

**PROFILE**



I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

**EXPERIENCE**

**SENIOR ACCOUNTANT**

Abu Dhabi, UAE

( Construction Companies & Restaurants )

Sep 2018 - Apr 2019

*Duties and Responsibilities:*

* Maintaining a thorough understanding of the financial reporting and general ledger
* Performing monthly, quarterly and year end closing
* Supervising the general ledgers to ensure all financial reporting deadlines are met.
* Managing all accounting operations including billing, accounts receivable, accounts payable, general ledger, cost accounting, inventory, Payroll and fixed assets accounting.
* Assisting & supporting the Auditors during the annual audit.
* VAT Reporting for all group companies and submission of VAT Returns.
* Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
* Maintains and balances accounts by verifying, allocating, posting, reconciling transactions and resolving discrepancies.
* Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
* Responsible for monthly financial reports such as monthly financial statements, bank and intercompanies reconciliations and monthly closing.

**GENERAL ACCOUNTANT**

Abu Dhabi, UAE

( Construction Companies & Restaurants )

Jul 2016 - Aug 2018

*Duties and Responsibilities:*

* Monitor accounts receivable and support project managers with collection efforts.
* Handling petty cash for daily expenses.
* Preparation of salaries payroll of all employees.
* Monitoring of Post Dated Cheques (PDC’s).
* Accomplishes four (4) bank accounts for monthly bank reconciliations and prepare journal entries as necessary.
* Preparation of Financial Reports: Ex. Balance Sheet, Income Statement & Cash Flows.
* Input owner billings, change and purchase orders, subcontracts and journal entries.
* Monitoring of Accounts Receivable & Payables.
* Dealing with Banks & other Government Entities.
* Preparation & Computation of VAT Output & Input Payments.
* Allocation & Monitoring of Property Rental Residences.

**ACCOUNTANT**

Palestine

Dec 2014 - Nov 2015

*Duties and Responsibilities:*

* Prepares monthly financial reports such as Balance sheet, Income Statement and of Cash Flow with supporting schedules.
* Computes interest investments such as retail bonds and time deposits.
* Prepares government remittances such as value added tax, expanded withholding tax & income tax.
* Accounts and journalize accruals and payroll transactions.
* Assists in both tax and financial audit.