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| **Wa'el**  [Wael.370144@2freemail.com](mailto: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. |  |

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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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. |  |

Education

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| Philadelphia University  Amman  Jun 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. |  |