

**Abdullah**

**Contact**

Location: Amman, Jordan

**Name:** Abdullah Mohammad Mousa Mousa

**Country:** Amman, Jordan

**Email Address:** abdullah-394221@2freemail.com



**Personal Information**



**Birth Date** 3 June 1970

**Gender** Male

**Nationality** Jordan

**Residence Country** Amman, Jordan

**Marital Status** Married

**Number of Dependents** 4

**Driving License Issued From** Jordan



**Experience**



**July 2017 - Present**

**Administration and Financial Consultant (Main Office)**

Location: **Amman, Jordan (with branches in UAE, Canada, Indonesia and** **Yemen)**

Company Industry: **Consulting Services, Contractor, Real Estate Investment and** **Trading.**

Job Role: **Financial and Administrative Management, Financial and Economic** **Analysis**

- an International Group with activities in the Engineering Consultancy, Contracting, Trading and Real-estate Investment. The Group was established in 1997 Working in more than 20 Countries around the world has 7 main Branches and made to many Infrastructure Projects (Roads, Transportation, Water and Wastewater), as well as the Investment, contracting and Trading activities.

**January 2017 - June 2017**

**Financial Officer**

**Location:** Amman, Jordan

**Company Industry:** Government Sector

**Job Role:** Accounting and Auditing

JORDAN: BADIA ECOSYSTEM AND LIVELIHOODS PROJECT (BELP)

**June 2003 - Oct 2016**

**Manager of Accounting Division (Main Office)**

**Location:** Amman, Jordan ( with branches in Albania, Palestine, Saudi Arabia, Yemen andAfrica)

**Company Industry:** Engineering

**Job Role:** Finance and Investment

Direct the Finance Department

- a Jordanian Engineering consultant ( Supervision, Study and Design ) establish in 1974 Working in 28 Countries around the world has 8 Branches and made to many Infrastructure Projects ( Roads, Transportation, Water and Wastewater ),

Deals with so many Donors such Local Governments, USAID, Saudi Fund, Badia, KFW, UN,.Est.

**October 2002 - May 2003**

**Cost Accountant**

**Location:** Riyadh, Saudi Arabia

**Company Industry:** Publishing

**Job Role:** Accounting and Auditing

Items and Orders cost, pricing all job orders

**August 2000 - October 2002**

**Senior Accountant**

**Location:** Amman, Jordan

**Company Industry:** Engineering

**Job Role:** Accounting and Auditing

General Accountant for Holding Company

**February 2000 - April 2000**

**Cost Accountant**

**Location:** Amman, Jordan

**Company Industry:** Manufacturing

**Job Role:** Accounting and Auditing

Items and Orders cost pricing all job orders

**May 1995 - January 2000**

**Senior Accountant, Passengers Manager, HR Responsible & Social Security Officer**

**Location:** Amman, Jordan

**Company Industry:** Transportation

**Job Role:** Accounting and Auditing

Transportation, Tourism and Custom clearance is the company industry

My Res. was Senior Accountant, Passengers Manager, and HR Responsible & Social Security Officer

**January 1992 - April 1995**

**Cost Accountant & Assistant warehouse Manager**

**Location:** Amman, Jordan

**Company Industry:** Manufacturing

**Job Role:** Accounting and Auditing

Orders, Lines and Items Cost and main warehouse controller



**Education**

**Bachelor's degree, Finance**

**At Al Neelin University**

**Location:** Amman, Jordan

August 2001

**Grade:** 70 out of 100

**Diploma, Accounting**

**At Jarash College**

**Location: Jarash, Jordan**

**Sep. 1991**

**Grade: 65.8 out of 100**



**Skills**

**Advance financial analysis & writing Course**

**Level:** Intermediate | **Experience:** 15+ | **Last Used:** 1 month or less

**Financial analysis course**

**Level:** Expert | **Experience:** 15+ | **Last Used:** 1 month or less

**Computer Course**

**Level:** Expert | **Experience:** 15+ | **Last Used:** 1 month or less



**Languages**

**Arabic :** Native **English:** Intermediate

**Others**

* **Preparing the Reconciliation Financial Statements, Reconciliation Income Statements and Reconciliation Trail balance for overall company activities in monthly basis applying IFRS (international Financial Roles Standards) and Countries Local Laws.**
* **Preparing the Reconciliation Financial Statements, Reconciliation Income Statements, Overhead Rate Reports and Overhead rate Procedures for all the Projects with USAID applying with ( FAR ) Federal Aviation Regulations**
* **Responsible for reviewing the remittance and approve all bank reconciliation, then shall be submitted to Managing Director for approval also. In addition he is responsible to prepare daily or weekly cash report**
* **Check all accounts and their balances via intranet banking code or through direct phone call, and prepare weekly report of balance, in which this report shall be submitted to Managing Director. CEC represented by finance department shall avoid over drafting banking accounts using daily follow up with bank**
* **Prepare cash report and then submitted to Managing Director**
* **Prepare , issue and follow up the Banks guarantees**
* **Responsible for managing the check signing authority process and alerting all individuals and banks of any changes to authority.**
* **Responsible for knowing the correct procedures to be followed for each contract and Donors ( USAID, Saudi Fund, KFW, Kuwaiti Fund, Badia , Est.…)Report issued, invoice**

**issued and follow up progress and recognize revenue on time in order to collect due amount**

* **Review the agreement signed with grantor. Then, the term of agreement are summarized in order to follow such terms during project implementation.**
* **compare the actual expenditures with budget, then variances report are prepared in order to express the result of comparison between budget and actual.**
* **responsible for recognizing the invoice, booking, reconciling at end of period with client and follow up**
* **responsible for reviewing accounts payable subsidiary ledger and adding his signature, in addition, he is responsible for scheduling the payments**
* **Are responsible for corporate tax is responsible for all tax audits. Any contact by government officials, Income and Sales Department officials**
* **Approved any filing of amended tax returns or renegotiation statements.**
* **Responsibility for all Local and International Laws such as Income tax, Sales Tax, VAT, Labor laws and social security law.**
* **Excellent skills in dealing with MS Dynamic Software and other ERP solutions.**
* **Responsibility for all the Laws where are the company offices and Projects.**
* **Preparation of Administration (Human Resources Management, Warehouse and Procurement Procedures) and Financial Control .**
* **Responsible for reviewing fixed assets register, historical costs and net book value at year end upon request and match with physical counts**
* **Responsible for approving salary schedule and signing the checks and transfers to the bank**
* **Responsible for creating and reviewing all period-end activities to ensure the period-end financial statements accurately reflect the results of the Company’s activities.**
* **ISO Member Commit for Auditing the Procedures for Purchasing, Staff recruitment, Administration System applying International Standards and ISO Roles.**
* **Member of the Three Balance Score Card Commits ( Company Strategies )**
* **Very good Knowledge of IBM – PCs and Compatibles.**
* **Software and Hardware maintenance of PCs.**
* **Professional Using DOS. WINDOWS, WORD, and Advance EXCEL (with the ability to prepare Programs using this software).**
* **Good Knowledge of Computing Telex**
* **Very good Knowledge of Arabic / English Typing.**