

# Curriculum Vitae

## Personal Information:

Name: Dr. Bilal Mossa Khamis Najem-ACPA, IACMA & IFRS Expert  
Nationality: Jordanian Gender: Male  
Date of Birth: 13/03/1979 Place of Birth: Amman, Jordan  
Marital Status: Single Mobile #: 00966 (0) 565443522  
E-Mail: bilalnajem79@hotmail.com Current Address: Riyadh, Saudi Arabia  
Private Car Driving License from: Saudi Arabia Visa Status: Transferable Resident Identity  
Religion: Islam

## Work Experiences (Total 20 Years):

### **Senior Accountant at Trade Centre Company Limited (01/06/2015-05/09/2021) for (6) Years**

Location: Kingdom Tower, Riyadh, Saudi Arabia

Company Industry: Real Estate, Mall, Shops & Apartments Leasing & Four Seasons Hotel Riyadh Branch

Job Role: Kingdom Tower is a project of Kingdom Holding Company which from top (100) companies in Saudi Arabia, Kingdom Tower is from highest towers in Middle East with (300) meters height, with paid capital milliard Saudi Riyals, my job was Senior Accountant for accounts payable, accounts receivable, general ledger & audit requirements supervision, input & output VAT & assist of finance manager.

### **Accounts Payable Accountant at Trade Centre Company Limited (06/09/2005-31/05/2015) for (10) Years**

Accounts Payable Accountant (A/P) for all company payments, all entries, reconciliations & reports in required accuracy & timing for cash & credit purchases & sales & leases receipts, petty cash, access cards, accounts receivables, payroll, banks, journal vouchers, general ledger, audits, Zakat & income tax, insurances, memorandums, upgrade payroll, petty cash & stores software systems from excel to Realpro (ICON) & Pact systems, physical check for stores & computers, fixed Assets, leases, Confirmations & Social Insurance & insurances.

### **Senior Accountant at L'azurde Group for Industrial Investment (08/04/2003-05/09/2005) for (2.5) Years**

Location: New Second Industry City, Riyadh, Kingdom of Saudi Arabia

Company Industry: Manufacturing & Trading Gold & Jewelries

Job Role: L'azurde Group is from the biggest companies in Saudi Arabia & G.C.C. for manufacturing & trading gold & jewelries with (3,000) manpower, I was Senior Accountant for overseas & local suppliers & fixed assets & physical check for stocks & fixed assets, entries, reconciliations, reports, upgrade fixed assets from excel to Baan system & numbering to agree with cost centers for production for overhead, cash payments, banks, payroll, trading branches in Saudi Arabia & United Arab Emirates & Egypt project, production, sales, audit, costing & analyses.

### **General Accountant at International Establishment for Manufacturing & Trading Spare Parts (24/03/2002-07/04/2003) for (1) Year**

Location: Amman, The Hashemite Kingdom of Jordan

Company Industry: Manufacturing & production spare parts for vehicles

Job Role: International Establishment has factories in Zarqa free zone & Jeddah & trading branches in Jordan & Saudi Arabia, I was General Accountant for production, purchases entries, reconciliations & reports for sales, credit letters, sales tax, payroll, social insurance, insurances, costing, physical check, general ledger, financial statements & analyses.

### **Educations:**

- **Philosophy Degree (PhD) in Accounting from Arab International Academy**  
With Average 83.45% (Very Good) (12/06/2018-12/08/2021)
- **Philosophy Degree (PhD) in Information Technology (IT) from Arab International Academy**  
With Average 90.56% (Excellent) (05/02/2019-05/02/2022)
- **Philosophy Degree (PhD) in Islamic Studies from Arab International Academy**  
With Average 78.63% (Very Good) (14/10/2020-03/12/2021)
- **(IFRS Expert) International Financial Reporting Standards Expert (2017)**  
From The International Arab Society of Certified Accountants (IASCA)
- **(IACMA) The International Arab Certified Management Accountant Certificate (2014)**  
From The International Arab Society of Certified Accountants (IASCA)
- **(ACPA) Arab Certified Professional Accountant Certificate (2005-2006)**  
From The International Arab Society of Certified Accountants (IASCA) & Validated by University of Cambridge International Examinations (Equivalent Master Degree)
- **Accounting Bachelor Degree Certificate from Philadelphia University in Jordan (1998-2002)**  
With Average 87.7% & Distinction Rating
- **The General Secondary Education Examination Certificate-Scientific Stream in Jordan (1998)**  
With Average: 78.8%

### **Memberships:**

- **Associate Certificate from The International Arab Society of Certified Accountants (IASCA)**  
from (01/03/2015-Certificate Valid till 31/12/2023)
- **Fellow Certificate from The International Arab Society of Certified Accountants (IASCA)**  
from (01/03/2020-Certificate Valid till 31/12/2023)

### **Skills:**

Word, Excel, Foxpro, Baan, Oracle, Reapro (ICON), Pact, Outlook, Lotus & ERP MSD365

### **Languages:**

English (Very Good) & Arabic (Excellent)

### **Training Certifications:**

- **(60) Training Certificates from Arab International Academy**
- **Attendance Certificate for (99) Training Hours for Certified Management Accountant (CMA)**  
(26/02/2011-04/07/2011) in Morgan International (Riyadh, Saudi Arabia) for The Association for Accountants & Financial Professionals in Business (IMA) ICMA Curriculum
- **Attendance Certificate for (96) Training Hours for Chartered Financial Analyst (CFA)**  
(23/07/2010 - 28/12/2010) in Morgan International in Riyadh, Saudi Arabia Chartered for Becker & Stalla Curriculum System.