



## Mohammad Hayati Hussein

Riyadh – Saudi Arabia  
+966 58 2153774

### Personal Information

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**Nationality:** Jordanian  
**Birth Date:** 18-Jan-1989  
**Birth Place:** Kuwait  
**Marital Status:** Married

### Personal Statement

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An **accounting** graduate with a bachelor's degree from "Al-Balqa' Applied University", I have **3 years' experience** as "**Financial Accountant**" in a Deal Logistics Services shipping company, former as a "**Financial Accountant**" in **TOYOTA-ALJ for 3 years**, and finally as a "**Senior Financial Accountant**" in **HSMC**.

I'm using and further develop my analytical skills and accountancy knowledge in a practical and fast-paced environment.

My career goal is to assume a role which allows me to take responsibility for the analysis and interpretation of accounting and finance transactions for a well-respected and market-leading company.

### Employment History

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**Senior Accountant, Long Term Company for communication and Technology, Ruml.App**  
**Riyadh - Saudi Arabia**  
*(Jan 2021 – Present)*

#### Tasks and Responsibilities:

- Perform month-end accounting activities such as reconciliations and journal entries.
- Coordinate with finance team to complete assigned accounting tasks within deadlines.
- Generate financial reports and statements to Managers for review.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Monitor financial transactions according to company policies and regulations.

**Senior Financial Accountant, AL- Mawraqi – HSMC for Constructions.Co.**  
**Riyadh - Saudi Arabia**  
*(Apr 2018 – Jan 2021)*

**Tasks and Responsibilities:**

- Accounts receivables operations & debtors analysis.
- Accounts payables operations & creditors analysis.
- Daily journal entries & Monthly accruals & prepayments entries.
- Payroll charge & HR calculations (Salaries, EOS clearances.etc.).
- GL hard closing reconciliations. & preparing quarterly reports.
- Control daily interface vat processing & preparing government report.

**Financial Accountant, Abdullatif Jameel Co. Ltd. ALJ / Toyota Motors.**  
**Riyadh - Saudi Arabia**  
*(Feb 2015 – Apr 2018)*

**Tasks and Responsibilities:**

- Accounts receivables operations & debtors analysis.
- Accounts payables operations & creditors analysis.
- Payroll charge & HR entries calculations (Salaries, commissions, and EOS clearances.etc. ).
- Stock reconciliations (Vehicles & Parts).
- Monthly general ledger GL hard closing reconciliations. & Preparing monthly reports.
- Fixed assets control.
- Very good **Oracle- ERP** system experience, **SAP-ERP** and certified from ALJ.

**Junior Financial Accountant, Deal Logistics Services CO. / DLS for Air and Sea Freight Amman - Jordan**  
*(May 2012 – Feb 2015)*

**Tasks and Responsibilities:**

- Prepare journal entries.
- Complete general ledger operations.
- Monthly closings and preparation of monthly financial statements.
- Reconcile and maintain balance sheet accounts.
- Prepare analysis of accounts as requested.
- Assist with yearend closings.
- Control accounts receivable and accounts payable.
- Assist with payroll administration.
- Bank reconciliations.
- Review and process expense reports.
- Very good experience in accounting system (**QuickBooks**).

## Education

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### **Al-Balqa' Applied University, AL Salt - Jordan**

*(September 2009 – July 2012)*

**Faculty:** Amman College of Management and Financial Sciences.

**Major:** Bachelor's degree in accounting.

**Grade:** Very Good, (GPA 3 of 4).

**Graduation Project** was about:

“The effect of internal control system on creative accounting practicing”

### **AL- Shamela High School, Zarqa - Jordan**

*(September 2008 – August 2009)*

**Major:** HSC Degree / Scientific

## Training

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### **Assistant Accountant, AL- Moasera for information technology CO**

**Amman – Jordan**

*(January 2012 – April 2012)*

## Training Courses Obtained

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- Course in principles of air and sea freight (from **Jordanian Logistics Association, Amman – Jordan**, 12 hours).
- Principles of Economics (Training course, from **INJAZ Est.** 12 hours).
- How to have your project (Training course, from **INJAZ Est.** 12 hours).
- Success Skills (Training course, from **INJAZ Est.** 12 hours).
- How to be leader (Training course, from **INJAZ Est.** 12 hours).

## Key Skills

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- Proficiency in all areas of **Microsoft Office**, including **Excel**, Access, Word and PowerPoint & **Internet Tools**, Computer Hardware.
- Excellent **communication skills**, both written and verbal.
- Ability to work under stress.
- Problem Solving & **Creative thinking skills**.
- Excellent **organizational skills**.
- The ability to lead a team.
- **Accuracy** and attention to detail.
- Having **analyst** and **logical** personality with **stringency** and **systematically** at work.
- Excellent at writing **reports** and discussions.

## Languages

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- Arabic
- English: Very Good (Reading, Writing, Listening, Speaking).

## My Ambitions

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I am currently studying to get (**CPA**) "Certified Public Accountant", to do my job efficiently and professionally.