



Amjad Muhtasib

Chief Accountant

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0566757626

Al Khobar

Jordanian

07/09/1980

Married

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PERSONAL SKILLS



LANGUAGES

English ★★★★★

Arabic ★★★★★

MOST PROUD OF

- Physical Organization**
Creative Thinking, Effectiveness, Productivity
- Planning**
Analyzing Issues, Decision Making
- Team Work**
Collaboration, Goal Setting, Team Leadership

SUMMARY

To strive hard and perform my level best in an organization which gives me an opportunity to prove my abilities. I would like to contribute to my maximum capacity to be a renowned professional & create my own identity in this corporate world.
Easy going by nature and able to get along with both work colleagues and senior managers, currently looking for a suitable Chief Accountant position which would optimize the organizational goals, Good communication skill & have exposure in working with professional team. Further have good absorption and quick acquainting qualities which give me edge over other candidates

EDUCATION

Bachelor of Accounting

Amman Al Ahlyia University

Jordan

2005 - 2007

Diploma of Accounting

Al Quds collage, Al Shumaisany

Jordan

2002 - 2004

COURSES

Accounting Auditing Course

Majody for Accounts Auditing

Jordan CPA Course

Talal Abu-Ghazaleh Professional Training Jordan

IFRS Course

Talal Abu-Ghazaleh Professional Training Saudi Arabia

WORK EXPERIENCE

Senior Accountant

Mar 2014 - Oct 2020

Mihona Co. Subsidiary of Acwa Holding Co.

Saudi Arabia

- Analyzing the daily financial information to journalize to accounting entries.
- Analyze banking transactions and bank reconciliation.
- Handling payroll reconciliation & transactions.
- Allocating the shared costs from HQ to the subsidiaries/projects.
- Handling A/P & A/R.
- Preparing and posting transaction in fixed asset module and reviewing fixed asset register on monthly basis.
- Preparing and posting fixed asset acquisition, disposal and depreciation profile.
- Intercompany & Branches account reconciliation.
- Issuing the monthly invoices.
- Review of monthly trial balance and all supporting ledgers.
- Preparing the VAT Return report and uploaded.
- Preparing the monthly, quarterly and annual financial required reports including required financial statements.
- Review the purchase requisitions initiated from the requester match with budget.
- Monitoring performance compared to budget and previous year
- Coordinate the annual audit.
- Coordinating with the Zakat consultant in order to file the Zakat return
- Assisting of preparing of budgets, forecasts.

AREAS OF EXPERTISE

Accounting

Financial Reporting

Financial Statements

Generally Accepted Accounting Principles (GAAP)

Microsoft Dynamics ERP

Microsoft Dynamics AX

Variance Analysis

Internal Controls

Tax Accounting

Payroll Administration

Annual Reports

HOBBIES



Travel



Basket Ball



Reading

- Vendor and customer reconciliation against the sub module in ERP System.

Project Accountant

Aug 2011 - Jul 2013

Axal Arabia Const. Co. Ltd Subsidiary of Saudi Bin Laden Group

📍 Saudi Arabia

- Reconciled job cost detail to the general ledger, close out old jobs, set up new jobs with the predevelopment cost.
- Handling all the Credit & Expense invoices.
- Tracking all the delivery orders related to the invoices and finalizes the invoice attaching with the delivery orders.
- Assisted the independent auditors with construction cost certifications.
- Reviewed construction costs (and cost codes) with construction administrator and project manager for payment requests.
- Reviewed all approved construction invoices. On daily basis and submitting the entire Credit & Expense invoice to the finance department for their further process to prepare the cheques for those suppliers.
- Handling the petty cash.
- Maintaining daily reports of departmental costs & creating monthly cost budgets for various departments.
- Performing cost evaluations on a bi-monthly basis.
- Reconciliation of general ledger with different accounts.
- Maintaining and updating multiple accounts according to different contractors.
- Manage accounts of all the workers in the construction department.
- Supervision of the construction billing process.
- Following up with Finance head office for suppliers due payments.
- Provide assistance in the report making process to the Senior Construction Accounts supervisor.
- Communicating with the employees to resolve any finance related queries and issues.
- Paying the settlements for all the employees who ever proceeding for leave.
- Handling all the fixed asset and depreciation reports.
- Monthly basis submitting the fixed assets report to the superiors.
- Preparing Debit/Credit notes if required.

Accountant

Apr 2009 - Jun 2011

Emmar Investment & Real Estate Development Co

📍 Jordan

- Preparing the daily journal accounting entries accurately.
- Handling all the real estate documents related to finance.
- Handling the Purchasing and selling documents for the real estate.
- Handling the cash account what received from the purchasing party.
- Tracking the monthly rental for all the tenant who have taken the rooms on rental basis.
- Preparing the monthly rental invoices for the peoples who has taken the room or villa on rental.
- Reconciliation of bank statement with our record.
- Preparing cheques, depositing the cheques in bank.
- Maintaining the proper filing for all the financial related documents.
- Preparing the Trial balance, Profit and loss account.
- Coordinating with the customer for their requirement and assist them for the best one.
- Monthly reports submitting to the superiors for the rental, sales and purchases.
- Reviewed all the contracts for the entire tenant, when will be finishing and give them reminder.
- Entering all the Sales & Purchase entries.
- Perform other sundry assignments assigned as per the owner of the company

Junior Accountant

May 2007 - Feb 2009

American Department Stores Co. (C-Town)

👤 Jordan

- ⦿ Responsible for office administration duties & Managing stock book & Inventory of stock.
- ⦿ Monitored and recorded company expenses.
- ⦿ Coordinating with parties for payments.
- ⦿ Preparing monthly suppliers & customers reconciliations and cross check.
- ⦿ Preparing invoice and delivery order on daily basis.
- ⦿ Preparing daily and monthly sales and purchase report in Accounting Software.
- ⦿ Handling bank reconciliation.
- ⦿ General data entry, documentation work filing and organizing of documents.
- ⦿ Closing all accounts on monthly basis on time.
- ⦿ Preparing the monthly payroll accurately on time.
- ⦿ Prepared weekly confidential sales & purchase reports to management.
- ⦿ Managed the internal and external mail functions.
- ⦿ Prepared company accounts and tax returns.
- ⦿ Day to Day banking activities (Withdraw money, Depositing cheque's).
- ⦿ Perform other sundry assignments assigned as per the owner of the company

🧠 MY TIME

