



Mobile +966- 545868440

E-mail: omarjarbou@yahoo.com

Omar Yousef Mahmoud Jarbou

Objective:

To obtain a stable job in a challenging environment providing opportunities for professional growth and advancement.

Personal Information

Marital status : Married
Nationality : Jordanian
Place & Date of Birth: Jordan (4thsep 1982)
Saudi Residency is transferrable

Education

2001 –2005 Jordan – Philadelphia University.
B.Sc. in Finance
Very Good Degree - **GPA: 76.9%**

Summary of Skills

- As 14 years working as accountant , I have good experience in all accountant's roles and duties , as i worked in trading , medical, construction, RealState companies in my career life positions .
- excellent experience in handling with accounts receivables , accounts payables , general ledger , payroll , banks reconciliations .
- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Ensure an accurate and timely monthly and year end close.
- Strong interpersonal, Ability to multi-task, work under pressure and meet deadlines required.
- Good background in analyzing financial statement.
- Microsoft Ms Office professional user

Work Experience

Mar2020 – now **Azad Properties Company.** – *Jeddah*

S.Accountant

My duties as S. Accountant is :

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.

- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet.
- prepare payroll by initiating computer processing; printing checks, verifying finished product.
- follow up with external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

May , 2019 – Mar 2020 **Smart projects construction co.** – *khobar*

Chief Accountant

My duties as chief accountant is :

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- Summarizes financial status by collecting information; preparing balance sheet.
- prepare payroll by initiating computer processing; printing checks, verifying finished product.
- follow up with external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

*Oct ,2013 – April 2019 **DRAKE & SCULL INT'L** Jeddah – saudi
arabia*

Sr. Accountant

My duties as Sr.accountant is :

- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays vendors by monitoring discount opportunities scheduling and preparing checks; resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.
- Maintains accounting ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Disburses petty cash by recording entry; verifying documentation
- supervising manpower supply accounts and subcontractors accounts .
- Prepare payroll by initiating computer processing; printing checks, verifying finished product.
- follow up with external auditors by analyzing and scheduling general ledger accounts; providing information for auditors

*March,2009– Sep,2013 **ALRAWNAQ DENTAL CLINCS**
AL KHOBAR –saudi arabia*

Sr. Accountant

My duties as senior accountant in AL RAWNAQ DENTAL CLINCS are :

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.

- Summarizes financial status by collecting information; preparing balance sheet.
- prepare payroll by initiating computer processing; printing checks, verifying finished product.
- follow up with external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- Avoids legal challenges by complying with legal requirements.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.

Sep,2006–March,2009 **ARABIAN TRADE & FOOD INDUSTRIES**
Amman – Jordan

Accountant

worked as an accountant with the following roles :

- Compile and analyze financial information to prepare entries to accounts , such as general ledger accounts , documents business transactions .
- full responsibility about accounts recievables, accounts payables and petty cash treatment.
- Resolve accounting discrepancies .
- prepare payroll by initiating computer processing; printing checks, verifying finished product.
- Monitor and review accounting and related system reports for accuracy and completeness .
- Interact with internal and external auditors in completing audits.

Training Courses

- Excel Master- Advanced & professional level - Jeddah Saudi Arabia
From 12-21 Sep 2021.
- Budgeting and Controlling Training Program. - Jeddah Saudi Arabia
From 28 – 30 June & 5-6 July 2021.
- Comprehensive **IFRS** Training Program. — Jeddah Saudi Arabia
From Oct 2020 -Feb 2021.
- Budgeting and Controlling Training Program. - Jeddah Saudi Arabia
From 28 – 30 June & 5-6 July 2021.
- Financial Statement Analysis — Jeddah Saudi Arabia
From 24-25 Aug 2020.

- Training course in Communication Skills- Jeddah Saudi Arabia
From 18-19 Aug 2020.
- the Effective Decision-Making training -- Jeddah Saudi Arabia
From 13,15,19 Oct 2020.
- Training course in human recourses, social security, Jordanian job law tax income. Holiday inn hotel . Amman -Jordan
From 1/4/2007 – 6/4/2007.
- Training in belal tobolat for auditing & accounting. Zarqa - Jordan
From 1/5/2005- 1/9/2005.
- Training in mediation house for financial investment (financial analysis) Amman - Jordan
From: 15/3 – 15/4 /2005.
- Training course in Jordan national bank, (Russaifa Branch).
From: 1/9 – 1/10 /2004.

Languages

Arabic: Excellent in reading, writing and speaking.

English: Excellent in reading, writing and good in speaking.

References

Available upon request

Reference:

Ahmad ghazi 00966538565606

Hobbies

Reading and football.