

Abdul Rhman Ahmad Ali Ghreir

Birth: December 12th 1982, Amman
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SENIOR ACCOUNTANT

More than 15 years of experience; skills in leadership, project & time management, teamwork, training and planning. Now aspiring to start a challenging career in a science based environment for a private firm or a large company with opportunities for progression.

EDUCATION

BSc. Accounting	JERASH Private University	2001-2005
Teaching language	Arabic	

SKILLS

• All Microsoft OS	• Advanced Excel	• INTERNET
• MS Word	• MS Power Point	• Access

PROFESSIONAL EXPERIENCE

(A) MASAFAT For Specialized Transport CO.LTD

MASAFAT CO. LTD

FROM 2006 -to now

❖ **SENIOR ACCOUNTANT**

Main duties / Responsibilities:

- Using Oracle ERP Systems for Auditing Accounting , Assets, Accidents , Vehicle Licensing , maintenance, Inventory and purchasing .
- Preparing Daily Journals Entry , Liabilities and Receivables .
- Preparing department financial reports .
- Follow-up the Payables and receivables accounts .
- Preparing monthly and annual financial statements .
- Follow-up Company's assets .
- Review the balance sheet with the accredited auditors .
- Distribution of revenues and expenses by cost center.
- Bank reconciliation procedure .
- payables accounts follow up.
- Consumption restrictions and follow-up to asset additions .
- Preparation of revenue reports .
- Working at Securities Depository Center system .
- Accounts of fuel station .

(B)I.P.B.C.A (Int'l Professional Bureau Consulting & Auditing - Member of Kreston International).

❖ **TRAINEE IN THE DEPARTMENT OF AUDIT**

FORM 2005 - to 2006

Main duties / Responsibilities:

- Training on the work of accounting entries and disbursements banks and their deposits.
- Training in directing the accounts properly.
- Training at the expense of depreciation, assets, and additions.
- Practice using the trial balance for several companies.
- Training on the work of the income statement and balance sheet and statement of cash flows.

TRAINING COURSES

- Preparation of financial reports in accordance with (IFRSS)-Phoenix Managing Consulting, Training (15 practical hours).
- Jordanian Certified Professional Accountant (JCPA) the Arab Society of Certified Accountants (Jordan) in coordination with Talal Abu - Ghazaleh Collage of Business German Jordanian University (120 practical hours).
- Computer Application for Financial accounting .The Arab Society of Certified Accountants (Jordan) in coordination with Talal Abu - Ghazaleh Collage of Business German Jordanian University (33 practical hours).
- Excel advanced - Pioneers Training Center (26 practical hrs).
- The corporate governance of listed companies - Raseel Training, consultations (20 practical hours).
- Jordanian Social Security Law - Joint Efforts Group (12 practical hours).
- Sales Tax Workshop - Phoenix Management (20 practical hours).

SUPPLEMENTARY QUALIFICATIONS

- Driving license.