

PERSONAL INFORMATION**Sulaiman Al Mradat, Master****ADDRESS:** Jeddah, Makkah Kingdom of Saudi Arabia**CELL PHONE:** 00966583117333 / KSA**EMAIL :** s.almradat@yahoo.com**GENDER:** Male**STATUS:** Married**NATIONALITY:** Jordanian**Note:** Husband of Saudi Woman**DATE OF BIRTH:** 1983 / Sultanate of Oman**Objective**

I am a skilled accountant and management, professional in implementing the available accounting and management aids and latest training models, where different activities involved and multi-tasking is required to meet deadlines, with a proven capability to conduct independent accountant and management solutions and forecast plans used for analysis and strategies in training accountant and management

WORK EXPERIENCE

1. JAS Global Ind. -KSA 2020/present
 - Chief Accountant
 Responsibility:
 - Handle full spectrum of financial and cost accounting role e.g., Accounts Receivables, Accounts Payables, General Ledger, forecasting, budgeting etc.
 - Responsible for day-to-day finance and accounts operations.
 - Perform full set of accounts and ensure timely closing of accounts.
 - Review & approve payment vouchers & journal entries.
 - Develop and maintain internal control and effective accounting system and policies for the set up.
 - Supporting Finance Manager in ensuring that inter company cost allocations are in line with management agreements and transfer pricing policy.
 - Consultative with the respective departments on cost reduction initiative.
- Senior Accountant 2017/2020
 Responsibility:
 - Verifying, allocating, posting, and reconciling accounts payable and receivable.
 - Producing error-free accounting reports and present their results.
 - Analysing financial information and summarizing financial status
- Saudi Specialty Chemical Ind. Co. Ltd – KSA 2012 / 2017
 - Senior Accountant
2. Sun Day International Company – Jordan 2007/ 2008
 - Accountant
3. Al Areean Educational Centre – Jordan 2008 / 2009
 - Part – Time Teacher
4. Arab Potash Company - Jordan 2007 / 2008
 - Assistant Accountant
5. The Ministry of Education – Jordan 2006 / 2007
 - Part-Time Teacher

EDUCATION	<ol style="list-style-type: none"> 1. B. A in Accounting – Mut'ah University / Jordan 2002 / 2006 2. M. A in Accounting - University Utara Malaysia (UUM) / Malaysia 2009 /2011
JOB RELATED COURSES	<ul style="list-style-type: none"> ➤ Communication skill / At the Queen Zein Alsharaf Institution for Development – Jordan. ➤ ICDL Course / At Ghore Assafi Knowledge Station - Jordan. ➤ Productivity Enhancement Centers (IRADA): A Course in Productivity – Jordan. ➤ How to be Team leader cycle at Productivity enhance Centers Ghore Assafi – Jordan. ➤ Intensive Course in English at University Utara Malaysia – Malaysia.
ACTIVITIES AND MEMBERSHIP HONOURS	<ul style="list-style-type: none"> ➤ Member - Queen Zein Alsharaf Institution for development. ➤ Member - Arab Friends Association- Jordan ➤ Member- Youth Committee at Jordan Hashemite Fund for Human Development. ➤ Member - " We All Youth of Jordan". ➤ Member- Jordan River Foundation Committee for Youth Development
INTERPERSONAL SKILLS	<ul style="list-style-type: none"> ➤ Experience Working with Diverse Groups of People. ➤ Demonstrated Ability to Meet Deadlines and Work under Pressure. ➤ Strong Attention to Detail and Excellent Command of Supervision. ➤ Good Command of Writing, Reading, and Understanding English. ➤ Excellent Knowledge of Using Personal Computers.
LANGUAGES	<ul style="list-style-type: none"> ➤ ARABIC – NATIVE LANGUAGE ➤ ENGLISH – SECOND LANGUAGE ➤ BAHASA MALAY
DRIVING LICENCE	<ul style="list-style-type: none"> ➤ Jordanian Driving Licence Category (B). ➤ Saudi Driving Licence Category (B)
REFERENCES	<p>Name: Mr. Natheer Aqeel Job Title: General Manager –Admac for chemical. Address: Jeddah – Kingdom of Saudi Arabia Cell No: +966 544 660 099</p> <p>Name: Dr. Eissa Al Khotaba Job Title: Associate Prof at the Department of English Language and Literature Address: Mu'tah University, Al Karak, Jordan / tabuk university- Kingdom of Saudi Arabia Cell No: +00962795822980 / 00966 59 868 6048</p>