

SUMMARY

Applying for challenging assignments in a position and the field of management accounting, increasing work process efficiency and profitability through functional and technical analysis. Collect and analyze financial information for businesses advise them on their financial decisions and work as a part of a professional team in a challenging environment where I can utilize and develop my knowledge and skills.

WORK EXPERIENCE

Chief Accountant, Dalhous INVESTMENTS JAN 18- CURRENT

- analyzing change and advising accordingly
- formulating strategic and long-term business plans
- researching and reporting on factors influencing business performance and managing budget
- Monitor expenditures, analyze revenues, and, determine budget variances, and reporting systems
- month-end account closing, including preparation of financial statements, verifying journal entries and identifying discrepancies in entries
- developing external relationships with appropriate contacts, auditors, bankers
- Prepare Audit at all accounting operations from daily entries, sales, purchases, shipments and costing, control payables, and Audit monthly reconciliation, Audit daily and monthly, Audit Sales Tax reports & handle any auditor's notes bank reconciliations
- Prepare analytical reports every month to track the progress and take appropriate action to meet the agreed deadlines
- Review and monitor inventory requested by the inventory team for the disputed issues to validate and conclude, prepare
- Manage the assigned team performance through providing performance feedback, conversations, appraisal, coaching, knowledge transfer ...etc. to ensure the achievement of the set objectives and employee's career development

SENIOR ACCOUNTANT, DALHOUM INVESTMENTS SEP 2015 – DEC 2017

- preserving and interpreting financial information
- monitoring and interpreting cash flows and predicting future trends
- Monitor the bank statements, respond and follow up promptly, and recover with no delays
- financial management mechanisms that minimize financial risk
- conducting reviews and evaluations for cost-reduction opportunities
- producing accurate financial reports to specific deadlines

SENIOR ACCOUNTANT, JORDAN AIRCRAFT MAINTENANCE COMPANY(JORAMCO) JUN 2013 – MAR 2015

- Accounts Receivable analysis and reporting.
- Maintaining weekly aging and emailing customers with any concerns/issue discrepancies or late payments.

Notifying the CFO of weekly aging

- Handle customer receivable inquiries
- summarizes current financial status by collecting information,
- preparing cash flow
- Reconciling the customer accounts monthly to ensure all payments are accurately recorded and banks are balanced at the month-end
- Checking the headcount and temp report to payroll pre-run report and sign off on balance

CUSTOMER EXPERIENCE ASSOCIATE, MARKAVIP COMPANY MAY 2012 – MAY 2013

- Answering customers' inquiries and providing outstanding customer service
- Solving customers' problems, promoting new offers
- Calling customers for feedback, Services, and other issues.
- Listening to customers' concerns and handling complaints and returns

Customer Experience Associate, Jordan Mobile telecom services (Zain) SEP 2009 – APR 2012

- Answering customers' inquiries
- Solving customer's problems, upgrading for new offers
- ISP support team, "including HSPA" – Internet services
- Feeding outstanding customer service for feedback, and other issues.
- Listening to customers' concerns and handling complaints and returns
- Key Accounts – BlackBerry Service

EDUCATION

- **THE UNIVERSITY OF JORDAN- MBA / ACCOUNTING** AMMAN, JORDAN-MAY 2022
- **AL-AHLYYA AMMAN UNIVERSITY- B.SC. DEGREE IN ACCOUNTING** Salt, JORDAN-MAY 2012
- **SAP CERTIFICATED ASSOCIATE PROJECT, ALIGNING WATERFALL AND AGILE PROJECT MANAGEMENT BEST PRACTICES** AMMAN, JORDAN - MAY 2016
- **ADVANCED MICROSOFT EXCEL** AMMAN, JORDAN - APRIL 2018

SKILLS

- Business performance improvement
- Strategic and financial planning
- Accurate forecasting
- Managed a 4-member cross-functional (product, engineering, sales, support) team and coordinated with Five business partners
- Staff Leadership and development
- Process implementation

LANGUAGE

BILINGUAL IN ARABIC AND ENGLISH.