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Visa Status Residence



CAREER PROFILE

13 years UAE of experience in accountant, taxation (VAT), costing, auditing and finance. I am presently looking for a professional role that offers utilization and development of my skills and provide learning opportunities.

AREAS OF EXPERTISE

- Financial Statements.
- Funds Management & Financial Analysis.
- ERP, Quick Books.
- Construction Company .
- Costing, Budgeting & Forecast.
- VAT, Receivable & Payable Management.
- Projects Cash Flow .
- Oil & Gas Company.

WORK EXPERIENCE

Designation	Professional Roles	Duration
Senior Accountant	Accounts, Costing , VAT	2020 to Present
Chief Accountant	Accounts , VAT, Budgeting	2014-2020
Experience Accountant	Accounts, Bookkeeping, Costing	2008-2013

Senior Accountant

(July-2020 – present)

Organization: Silver Coast Construction & Boring LLC
Location: Abu Dhabi, UAE
Responsibilities: Accounts, VAT, Budgeting
Project: CMW, PGC

Brief job description:

- Prepared monthly consolidated & project wise financial statements, (Profit & Loss, Balance Sheet, Cash flows)
- Prepared & finalized consolidated and project wise annual budgets and quarterly forecasts.
- Submitted VAT return with all related workings. (sales registers & Purchase registers preparation)
- Analyzed Projects financials variances (budgeted vs Actual results) & report to executives with reasons
- Performed monthly closing, bank reconciliations, debtors and supplier's ledger reconciliations
- Prepared Pre-costing of man-power projects before bidding
- Dealt with internal and external auditor for internal and statutory audit reports and ICV finalization
- Performed project cash management for maintaining project cash in positive position
- Managed funds on daily basis, handling PDCs, CDCs, invoice discounting & settlements independently

Chief Accountant**(Jan 2020 – July 2020)**

Organization: Hedley International Group

Location: Abu Dhabi, UAE

Responsibilities: Accounts, VAT, Budgeting

- Financial Report
- Control of Finance Staff
- Cash flow , project flow , cost report
- Coordinate with All Departments for Finance Issue
- Coordinate with Banks (LC , WPS , Statement , Facility and others)

Chief Accountant**(Dec 2011 – Dec 2019)**

Organization: NHM & DELTA – National Holding Group

Location: Abu Dhabi, UAE

Responsibilities: Accounts, VAT, Finance, Budgeting

Construction Project: Bloom, CMW, PGC

Oil & Gas Project: ADNOC, TAKREER

- Internal Audit for All Suppliers & Subcontracts Invoices.
- Coordinated with HR Department for Payroll (Leave, EOS , ..), Suppliers Manpower, Accommodations, Air Tickets & Insurance.
- Coordinated with All Projects to Verified the Supplier Invoices and Provide me Supporting Document (Time sheet, Delivery Note Reports & Original Invoices, etc...,)
- Reviewing of all Suppliers Invoices and Subcontracts Invoices and resolve the financial Problem.
- Oversee billing and A/R collections processes for any issues.
- Preparing monthly bank reconciliation statements.
- Preparing and Reviewing of general Ledger.
- Preparing Monthly LPO and Service Contract General Accrued Report for financial report.
- Preparing the Closing Entry.
- Prepare VAT Report (VAT Payable , VAT Receivable)
- Preparing Monthly allocations DEPR. F.A Report for Financial Report.
- Preparing the Cash Flow for the Projects and Banks.
- Reviewing the Trail Balance and Balance Sheet and Profit & Loss.
- Prepared all monthly quarterly and annual financial reports.

General Accountant**(Sep 2008 – Dec 2011)**

- Alradeem Transport & Gen Cont Maint EST (Bin Ojan Group)
- Jerzeem contracting & General Maintenance EST (Abu Dhabi)

EDUCATION

- Bachelor's Degree in Finance & Banking, An-Najah National University - Nablus, June 2008 . (UAE Certificate equivalency - Higher Education)
- General Secondary School, Bait Iba Secondary School, 2004.

TECHNICAL SKILLS

- Technical Writing and reports preparation.
- Communication skills with managerial and operational levels.
- Teamwork and working under pressure.
- Flexible, outgoing and have very good interpersonal skills.
- Time management skills.
- Detailed and selective.