

Doha Al-Eslam Ibrahim Emara

Accountant

Sharjah/Al-Ghaphia

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To Attain A Position Amongst Highest Level of Management in a Result-oriented and dynamic organization, where I can utilize my experience, skills, expertise and studies towards growth of the organization as well as enrichment of my professional abilities in the fields of accountancy, finance, audit and business management.

Willing to relocate to: Dubai , Sharjah & Ajman

Work Experience

Senior Accountant:-

Al Riyadh TAX & Management Consultancy. - Sharjah

April 2019 to December 2019

1. Ausus Al Imarah Construction L.L.C.
2. Jabal Hafeet International BLD Cont. Co.
3. Al-Majaz Medical Center.

- Prepare profit, loss statements, monthly closing and cost accounting reports.
- Prepare, review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
- Analyze revenue, expenditure trends, recommend appropriate budget levels, and ensure expenditure control.
- Analyze and forecast financial requirements for organization.
- Assist departments in account reconciliation process on monthly basis.- Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.

General Accountant: -

At Al-Maqsood Building Contracting. - Sharjah

November 2017 to April 2019

- Prepare and process journal vouchers that comply with accounting standards.
- Month-end review, adjustments, accruals, etc.
- Record transactions in accordance with the Generally Accepted Accounting Principles (GAAP).
- Performs period end P&L (level) statement review, analysis of variances with Weekly Operating Report and preparation of adjustments as required.
- Reviews General Ledger for failed transmission or data missing from component transmissions including but not limited to errors or missing sales. Petty Cash disbursements, accounts payable and payroll accounting.
- Handles payroll using Wages Protection System (WPS).
- Reconcile and analyze Balance Sheet accounts on a monthly basis at the component level. Identifies and resolves Account Receivable, Capital Asset and Contract accounting issues.

General Accountant:-

Al-Enshaat Al-Mutamizah Bldg. cont. - Sharjah

October 2015 to March 2017

- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Analyze different general ledger accounts regularly.
- Organize all company financial Accounts and ensure compliance to budgetary requirements.
- Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts.
- Responsible for the Purchasing function-obtaining and reviewing. quotations, placing orders and coordinating delivery with production department.
- Monitor account reconciliation, inclusive of cost accounting.
- Administer all bank transactions and oversee data recording procedures monthly.
- Manage Fixed Assets and depreciation schedule.
- Handles payroll using Wages Protection System (WPS)
- Co-ordinates with external auditors.

General Accountant:-

Al Faan Al-Handasi Engineering Consultants (Part Time) - Sharjah

November 2015 to August 2016

- Financial Accounting Management.
- Preparation of Management accounting reports (Profit and Loss Statement, Balance Sheets and Cash Flow Statements)
- Cost and Inventory Control.

General Accountant:-

Beirut Building Contracting & Maintenance - Dubai

December 2014 to October 2015

- Entering and following up owner's contracts and their payment certificates which are issued by the consultant.
- Entering and following up receipts and documents which we received by the suppliers and contractors.
- Follow-up of project status from costs of expenses and amounts received.
- Analyze expenses so that we can know items in terms of profit and loss.
- Making and Preparing Purchase orders and send it to the suppliers.
- Prepare financial reports, Trial Balance, Cash Flow, Income Statement and Balance Sheet.
- Preparation of fixed assets and depreciation schedule.
- Maintaining & Controlling of Bank Reconciliation Statements.
- Handling and Maintaining Petty cash.
- Preparing Monthly Salary Detail according to MOL and send it to related.

Education

Bachelor of Commerce

Assiut University Faculty of Commerce, Accounting Division

Skills

Sage 50 Peachtree Accounting Software (US). , Sage 50 Peachtree Accounting software (UK). , Al-Ameen Accounting System Program. , QuickBooks Accounting Software. & Microsoft office word, Excel, Power point. (5 years)

Certifications and Licenses

Driving license: Place of issue / Dubai

Present

Additional Information

- Ability to work under pressure.
- Ability to work independently as well as in a team.
- Self-motivated and result oriented.
- Positive thinking and helpful attitude.
- Accounts management.
- Ability to learn adapt quickly along with perform multi task at a time.