

# Wissam Jrade

## Accountant

Abu Dhabi

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To Seek a challenging position with an organization that welcomes initiative & dedication and demands efficiency in consistently meeting business objectives and exceeding standards.

## Work Experience

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### Accountant

DAR Beta Information Technology - Riyadh, SA

November 2015 to December 2017

- Approved, amended and closed sales orders and monitored project cost.
- Communicated routinely with Project Managers on examining contract agreements and bonding.
- Reviewing Contracts and ensure proper compliance with company rules and accounting procedures including analyzing job cost estimates, Payment terms, and monthly allocated reports.
- Posting of Journal entries related to daily transactions and monthly closing (including daily revenue, advances, issued payments, received payments, petty cash reimbursements, & Fixed Assets).
- Preparing prepaid Schedule & posting prepayments, and assisting with payroll preparation.
- Issued customers' Invoices, prepare payments & receipts vouchers.
- Handled accounts receivables and payables and resolved overdue based on aging status.
- Conducting bank and accounts reconciliation, processed bank transactions and other activities (Performance Bond, Bid Bond and Checks).
- Managing stock and materials delivery & materials receiving, purchase orders, delivery notes, and quarterly stock taking.
- Assembling Trial Balance and assist in preparing Balance Sheet and Income statement reports to management.

### Branch Accountant

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November 2011 to September 2015

- Provided financial information to management, by preparing and reviewing the accounting data.
- Assisted in preparing financial statements, accounting records and other reports to provide financial information to management.
- Dealt with Receiving large amount of money, Accounts Receivable and Accounts Payable.
- Handled daily Sales, daily Bank deposits, and Bank reconciliation.
- Managed petty cash, general ledger, fixed assets, and stock inventory & tagging.
- Coordinated stock deliveries, stock receives, and managing stock (Perpetual System).

## Education

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### Bachelor's in Accounting

Yarmouk University - Irbid  
October 2006 to September 2010

## Skills

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ERP System, MS Excel (Pivot Table, Vlookup, Sumif, & PMT Functions)., MS Word, MS Outlook, Citrix Accounting System