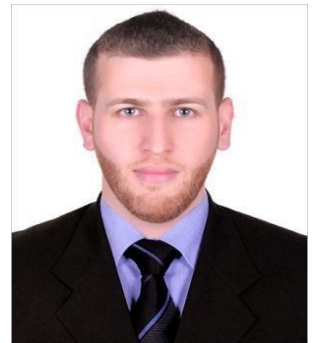


Khaled Mohammad Milhem

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Nationality: Jordan



Professional Experiences/ Accomplishments:

December-2017 - December-2021: Senior Accountant at **Concord Stars Contracting at Dubai**. It's a construction company that works as main contractor with the Government of Dubai-RTA, and subcontractor for Etihad Railway.

- Accounts Payable for Suppliers (updating supplier invoices at system, supplier statement reconciliation, and release payment to suppliers based on payment terms).
- Accounts Payable for Subcontractor (keep record for certified and uncertified invoices for subcontractor by projects wise, keep record for advance payment and retention, keep filing for original payment certificate).
- Cost Reporting to the finance manager on a monthly basis for (Projects cost, Plant Cost, and Overhead Cost).
- Handling Petty Cash For all the projects, (maintain cash at hand and posting at the system).
- Month End closing Entries (All prepaid expenses like rent, trade license, sponsor fees and Insurance), and post the journal entries at the system.
- Monthly closing for HR department expenses (Visa expenses like E-Dirham, and Noqodi account).
- Fixed Assets (Addition of new assets purchased at master file, Assets disposal, and post deprecation).
- Handle Vat filling at FTA Portal on a monthly basis.
- Issuing invoices to customers for hire of machineries on a monthly basis as per LPO terms.
- Reconciliation for bank accounts on daily basis.
- Coordinate and prepare documentation for the external auditor.
- Reconciliation for sister companies accounts.
- Coordinate with administration department for payment to chairman bills.

November ,2016 – November,2017: Senior accountant at Fruit Land Veg & Trading Company- Dubai

- Prepare reports to management, month end closing, bank reconciliation, manage petty cash, and WPS for salary Transfer.
- Update accounts payable and prepare PDC report.
- Update account receivable and follow up for collection.
- Correspondences with banks about facilities

October,2014 – October,2016: Assistant Accountant at Fruit Land Veg & Trading Company- Dubai

- Update the Supplier Invoices at the system.
- Collection of Cheque from Clients.
- Correspondence with the Shipping company to follow the shipment arrival time.

Educational Background

- **2011-2014:** Bachelor of (Accounting) Birzeit University, GPA: Very Good.
- **July.2011:** High school certification: Jenin secondary school, Palestine.

Key Communication and Skills

- Strong communication as well as influencing skills.
- Ability to pick up new skills and knowledge quickly.
- I'm capable of completing all duties on time.
- MS office, Word and Excel.
- Arabic: Fluent.
- English: Fluent.
- U.A.E Driving License.

Accounting softwares

- Construction Computer System CCS (Build Smart)
- Quickbooks
- ERP
- Syriansoft AL Ameer