

RAMI MUSTAFA.....*Chief Accountant, Cost Accountant, Internal Auditor*

CONTACTS

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ABOUT ME

Experience in all accounting work in accordance with international accounting standards in joint stock and holding companies, etc., and on Oracle and ERP programs

And experience with value added tax in Saudi Arabia.

Experience in Saudi Arabia 14 years with Al-Rumaih Group, which included (Al-Jazeera Paints Company, Tanagum Contracting Company,'Flyin Company, Iron Factory, Wood Factory, Hotel , and others).

I am looking for a new challenge

LANGUAGES

- English
- Arabic

PERSONAL DETAILS

Date of birth

21-06-1981

Nationality

Jordanian

Marital status

Married

DRIVING LICENSE

Driving license from Saudi Arabia and Jordan

WORK EXPERIENCE

- Chief Accountant, Cost Accountant, Internal Auditor , AL-Jazeera Factory For Paints-Contracting Department, KSA,Riyadh 2007 – 2021

- Provide the project manager with indicators on the financial workflow and problems related to the project so that they can take appropriate decisions - Monitor and record costs and financial transactions continuously to determine trends and differences that may affect the agreed project budget - Determine the total cost of the project by estimating the costs and status of budgets

to which the business owner provides the necessary financing

Determining financial resources and analyzing technical bidding documents -

Determine the main cost implications of the project using the distribution of items, material descriptions and implementation tasks

- Provide independent estimates of project costs and monitor deviations from the project plan in order to take corrective measures - Calculate factors that may affect the project budget and provide estimates for contract amendment costs

- Preparing and organizing the financial monitoring system and the cost, budget and expenses report that includes expected costs and cash flow

schedules, monitoring the contractor's workforce and material cost indicators as per the data availability

- Reorganization of work regulations better
- Identify and solve the problem
- Create new ideas to improve work
- Develop or create new systems that help in business
- Working to increase the company's revenue or sales
- Working to save time for the company Contribute to customer service.

Review completion rates for projects and calculate revenues and follow-up of the tax and credit and payment. Making financial claims and extracts for clients and follow-up payment, and follow-up expenses of projects. And followup distribution of labor on projects and follow-up project expenditures of tools and materials and others to ensure no waste and make the necessary restrictions and compare the revenues for each project expense

-Umniah Telecom, Senior Accountant, Jordan-Amman

Jun 2005 - Sep 2007

- Control the documents issued and received by the Accounting Department, and ensure their authenticity and that they contain the necessary signatures.
 - Maintain the necessary accounting books and documents to implement the approved accounting system, and ensure that they are legally registered and preserved after completing the legal period .
 - Supervising the preparation and approval of the registration bonds before they are registered in the accounting books
- . • Preparing monthly settlements.
- Overseeing the registration and posting of the record-entry bonds.
- Participate in the periodic and annual inventory of fixed materials and assets and their compliance with their accounts
- Supervising the preparation of bank reconciliation statements every month, showing differences (if any), informing the financial manager for review and preparing the necessary settlement restrictions
- Supervising the preparation, study and analysis of audit balances and periodic financial reports, and then submitting them to the Chief Financial Officer for approval and for presentation to senior management. • Overseeing the recording of transactions in accounts payable and issuing their payment orders at specified times
- Overseeing the preparation of employee salaries and wages schedules and ensuring that these tables are properly prepared
- . • Prepare settlement restrictions at the end of the financial period according to the financial manager's instructions.
- .Prepare auditing scales for detailed accounts and general accounts at the end of each month, and ensure the balance in each of them • Preparing financial reports at the end of each time period.
- Notify the chief financial officer of any violation of the financial policy or of the financial procedures applied by the various departments and departments in the association or of any deviation that appears in the periodic financial statements.

- Providing all the information and clarifications required by the work of other departments in the association, the work of external auditors, and facilitating their mission

-Accountant&financial and management auditor AL-Hemam For financial and tax consulting, Jordan-Amman

Jun 2004 - May 2005

-Accounting entries

-Bank reconciliations

- Inventory

And other accounting works

EDUCATION

Bachelor, Zarqa University2004Graduate of the Faculty of Economics and Administrative Sciences with a Majoring Accounting

SKILLS

- Financial Analysis

-Accounting operations management

-Payment coordination

-Great Plains software expertise

-Problem resolution

-Financial records and processing

-ERP &ORACLE C

COURSES

-Microsoft Office, Zarqa University

Feb 2003 - Apr 2003

-Administrative and accounting terms in English, Zarqa University May 2003

PROJECTS :-

A financial official from financial extracts, contractors 'accounts, proof of project revenues and expenses, and other financial matters in the company's contracting department at the National Guard housing project in the city of Dammam in addition to the Princess Nora University project and passenger terminal No. 5 at Riyadh Airport and other major projects, Riyadh May 2012 - 2021