

Curriculum Vitae

Name: Mohammed Mousa Jaffal
Nationality: Jordanian
Address: Abu Dhabi – UAE
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Email: m_jaffal1982@hotmail.com
Education: 2007 Al-Quds University, Palestine
Bachelor of Accounting
Date of Birth: March 29, 1982
Marital status: Married

Career Objective

To find a fulfilling position where i can apply my skills and knowledge.

Employment History

(12 years' experience)



**Oct. 2008 – Know Dhafra International Projects Group
Chief Accountant – Abu Dhabi**

Dhafra Int'l Projects Group runs under the management of Hamad Suhail Al- Khaili's establishment, which has been operating since 1973. The company has a fruitful history in various sectors of the construction business which includes high rise buildings, roads and bridges, electro-mechanical works, educational facilities, hotels, factories, Military camps among others.

Responsibilities

- Expedite data entry efforts and bank reconciliation, ensuring clean, accurate financial records.
- Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Execute monthly payroll activities.

- Prepare a quarterly budget after consulting with upper management that addresses company objectives for profitability and waste reduction.
- Monitored the status of accounts receivable and performed AR management services; followed up with clients closely if necessary.
- Follow up with Local Bank for Banking Transaction such open Letter of Credit (LC) and Letter of Guarantee (LG).
- Prepare tax reports for files and government agencies.



May. 2006 – June 2006

**Bank of Jordan
Trainee – Palestine**

Bank of Jordan is a pioneering bank that was established in Jordan in 1960. Since The bank has adopted the sustainable development and improvement approach for All its financial and banking activities and aspects.

Responsibilities

- Reconciling ledger accounts.
- Preparing cash flow statements and balance sheets.
- Provided customer assistance with balance detail and other inquiries.
- Promoted new bank products and services to new customers.

Courses

- Training course in Besan Accounting System, Al- Noor Center, Ramallah, Palestine (2007).
- Training course in Focus Accounting System, Focus Soft Net, Abu Dhabi, UAE(2010)
- Training course in value added tax, Talal Abu Ghazaleh Organization, Abu Dhabi UAE (2017).

Qualifications

- Can quickly understand and evaluate complex information.
- Bilingual language: Arabic (Native), English (fluent).
- Proficiency with MS Office suite, especially in Excel.
- UAE driving license with car.

- Highest standards of accounting accuracy and precision.