

# Osama Hussein Sawalmeh



## Personal Info's & Contact

**Nationality:** Jordan.

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## Educational Qualification

**B.Sc. in Accounting.** Faculty of  
Economics and Administrative  
Sciences. June 2005

## Professional Courses

- Accounts of Banking – Talal Abu Ghazaleh Group.
- Accounting Fundamentals – CIF.
- Reading Fancancial Statements – CFI.

## Skill Highlights:

- Organizing and prioritizing.
- Attention to detail and accuracy.
- Confidentiality.
- Vendor relationship skills.
- Communication skills.

## Languages:

Arabic: Mother Language.

English: Excellent.

## Interests:

- Traveling, Reading

## Summary

Senior Accountant with 9+ years' experience in UAE in several positions of accounts, have the ability to handle full transactions of accounts cycle.

## Experience

### ➤ July 2014 - Present:

2014 – Present: Senior Payable accountant – Emirates Transport – Dubai:

- Process 3 way PO matching invoices utilizing the designated Finance accounting system.
- Review All Tax invoices and ensure compliance with the requirements of the Federal Tax Authority.
- Monthly monitoring of tax account of payments to complete the settlement of recovering the tax payments on quarterly method from the FTA.
- Processing the payments of suppliers through H2H "Host to Host" method with total of 160 Million Monthly and near to 1,7 Billion DHS Annual.
- Ensured payments (invoices, expense reports and check requests) for a several different locations were processed in a timely and accurate manner.
- Monitored accounts with 1200+ vendors. Responded to vendor payment inquiries. Investigated pricing discrepancies.
- Conducted monthly closing process, accruals and journal entries.
- Ensure accurate reconciliation of all supplier accounts to supplier statements.
- Participate the development projects in payable Dept. in order to improve all payments to any vendor through adoption of smart payment systems, such as:
  - Atomize the invoice booking through using feature of POR.
  - Archiving all booked invoices by using DMS.
  - Upgrade a Payment Process Request Report which must match with outputs of bank system "Smart Business"
  - Upgrade some reports which will control the procedures of proceed the payments, booking the invoices, SOA reconciliations.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Display positive regard for others in written, verbal and non-verbal Communications.
- Contribute to the operation and integrity of the departmental accounts payable system and ensure accounts payable functions are delivered effectively and efficiently for clients.
- Negotiate payment terms agreement... etc with vendors/suppliers.
- Share of preparing and review budget, expense, invoices, and other accounting documents.

# Experience

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- **Apr 2012 – to June 2014: Purchase Officer @ Sharif Metals International Co – Sharjah – UAE.**
  - Handle Suppliers orders in both import and export phases allocated by the Management or HOD within the territories of local and overseas.
  - Obtain price list from Sales Department, prepare local purchase price list.
  - Prepare the purchase orders after completing the paper work cycle.
  - Follow up and control the OA cycle from Suppliers with regular reporting system to the head of department for any delay of confirmation more than two days.
  - Control the system entry of information and ensure that correct data related to weight tickets of purchases.
  - Follow up the LME “London Metals Exchange” as a global market prices.
  
- **Jan 2008 – Mar 2012: Credit Controller – General Accountant at Balsam Drug & medical equipment “Group of Pharmacies – Dubai – UAE:**

## **As a Credit Controller:**

- Creating procedures and policies that ensure timely payments while maintaining a high level of customer retention.
- Taking a proactive role in managing and collecting debts of company debtors.
- Evaluating new credit requests and reviewing customers’ credit rankings with banks.
- Setting up of terms and conditions of credit.
- Ensuring timely payment of debts.
- Process irreconcilable debts, as in the case of bankruptcy, to be write-off and archived.
- Establish and maintain regular communications with clients to facilitate periodic payments.

## **As a General Accountant:**

- Record and confirm asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- Maintain and analyze general ledger to ensure revenue, expenses ...etc, recorded properly; preparing reconciling entries when necessary.
- Prepare Balance Sheet, Income Statement, Statement of Cash Flow, and other reports.
- Dealing with banks, assisting in preparation of the annual budget, Prepare LC comparing with bank – supplier conditions.