

Ali Mahdi Hameed

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Objective: An organized, active, experienced, presentable, individual looking for a role in administration, accountant and office management to allow the use and development of skills and knowledge in a leading financial organization.

Education

Baghdad University, College of Administration and Economics – Baghdad, Iraq Aug. 2006

B.S. in Finance and Banking

Relevant Courses: Economic practical accountant, Economies of Public Finance, Intermediate International Economics, Money and Banking, and Taxation Accounting.

Certifications and Courses

Quick Box Premium Software – Amman, Jordan

Stocks and Forex marked – Amman, Jordan

ITP Toffel Test Certificate – Amman Jordan

Strategic management and advanced marketing – MEU-University / Amman Jordan

Previous Experience

Senior Accountant – Nabors drilling international (Erbil-Iraq) 2013 - 2014

Senior Accountant - SAFWAN Trading & Contracting Co. K.S.C.C. (Amman-Jordan) 2012 - 2013

Regional office / deputy manager - LIMO.LTD - LIMO.ENG (Amman-Jordan) 2009 - 2012

Accountant IAM Industrial Company Limited (Amman-Jordan) 2007 - 2009

Industry Related Experience

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- Responsible for month, quarter and year-end close including budget and financial reporting.
 - Reviewed and analyzed material variance against budget.
 - Developed reports on Excel to monitor financial performance.
 - Oversaw the overall accounting and financial functions including employ monthly salary data entry and bank account balance.
 - Managed physical inventory process and identified warehouse layout improvement that increased efficiencies and alignment with financial ledgers.
 - Performed comprehensive variance analysis and annual budget.
 - Managed daily operations and performed administrative tasks.
 - Oversee the maintenance of accurate records concerning financial transactions while making sure required government reports are filed.
 - Performed accounts payable functions for construction expenses.
 - Managed vendor accounts, generating weekly on demand checks.
 - Managed financial departments with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
 - Created budgets and forecasts for the management group.
 - Ensured compliance with accounting deadlines.

- Prepared company accounts for audit.
- Coordinated monthly payroll functions for 200+ employees.
- Bank statement, Petty cash, balance sheet reconciliation.

Relevant Skills:

- Strong accountant support skills, able to accurately perform multiple tasks, public presentation and speaking skills, technical writing, Microsoft Suite (Word, Excel, Publisher, Power Point).
- Excellent data entry skills and telephone etiquette. Detail-oriented and focused on accuracy and efficiency.
- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.