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| ***Gender:*** Male***Nationality*:** Jordanian***Name:*** Shadi Imseeh***Email****:* shadi\_imseeh@yahoo.com***Born:*** Amman, October 08, 1989***Mobile No.:*** +962 796 308 066IMG_0040  |
| **EDUCATION****MEMBERSHIPS** | **2006 – 2007****High School: National Orthodox School – Amman , Jordan.****2007-2010****Bachelor's degree in accounting and commercial law** ***Hashemite University - Amman , Jordan*** **10.2011-04.2012****Jordanian Certified Public Accountant / JCPA Course**  |
| **SUMMARY OF****QUALIFICATION****& EXPERIENCES****SPECIAL SKILLS****RELATED COURSES** | * 1 year experience as a Accountant at Suhail Abu Ghazaleh & Partners Trading Co . (1.2011-12.2011)
* 9 month experience as a General Accountant at Tal Group (Jets) (01.2012-9.2012)
* Have experience as a Main Accountant & Treasurer (Senior Accountant) at Al – Muna Heating Air-conditioning & Sanitary supplies Co. Ltd (10.2012 – till now)
* Strong analytical, mathematical, and research skills.
* Ability to interact effectively with people at every level of the organization.
* Provide timely status to supervisors and project managers.
* Fluency in English & Arabic spoken and written.
* Familiar with electrical test equipment.
* Available to work overtime, weekends and shift work as necessary.

**Operating Systems:*** XP, Vista, 7 .

**Applications:*** Microsoft Office and more .

**Accounting Softwares:*** ALMOZON
* ITAC
* MTIS (SQL 2010)
* EASY MENU
* EBS ACCOUNTING
* CPA at Moragan
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| **Present**[[**Al-Muna Heating Airconditioning & Sanitary Supplies Co. Ltd.**](https://www.google.jo/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&cad=rja&uact=8&ved=0CEAQFjAC&url=http%3A%2F%2Fwww.jordansun.com%2Fdirectory%2F-Al-Muna%2BHeating%2BAirconditioning%2B%252526%2BSanitary%2BSupplies%2BCo.%2BLtd.-%25D8%25B4%25D8%25B1%25D9%2583%25D8%25A9%2B%25D8%25A7%25D9%2584%25D9%2585%25D9%2586%25D9%2589%2B%25D9%2584%25D9%2584%25D8%25AA%25D8%25AF%25D9%2581%25D8%25A6%25D8%25A9%2B%25D9%2588%25D8%25A7%25D9%2584%25D8%25AA%25D9%2583%25D9%258A%25D9%258A%25D9%2581%2B%25D9%2588%25D8%25A7%25D9%2584%25D8%25A7%25D8%25AF%25D9%2588%25D8%25A7%25D8%25AA%2B%25D8%25A7%25D9%2584%25D8%25B5%25D8%25AD%25D9%258A%25D8%25A9%2B%25D8%25B4.%2B%25D9%2585.%2B%25D9%2585-Air%2Bconditioning-%25D8%25AA%25D9%2583%25D9%258A%25D9%258A%25D9%2581%2B%25D9%2587%25D9%2588%25D8%25A7%25D8%25A1.html&ei=8TeMU-3pDMXB7AbrlIGwAg&usg=AFQjCNEvMzLtoL8e6iqdYVlU_KeVss1PMw)](https://www.google.jo/url?sa=t&rct=j&q=&esrc=s&source=web&cd=3&cad=rja&uact=8&ved=0CEAQFjAC&url=http%3A%2F%2Fwww.jordansun.com%2Fdirectory%2F-Al-Muna%2BHeating%2BAirconditioning%2B%252526%2BSanitary%2BSupplies%2BCo.%2BLtd.-%25D8%25B4%25D8%25B1%25D9%2583%25D8%25A9%2B%25D8%25A7%25D9%2584%25D9%2585%25D9%2586%25D9%2589%2B%25D9%2584%25D9%2584%25D8%25AA%25D8%25AF%25D9%2581%25D8%25A6%25D8%25A9%2B%25D9%2588%25D8%25A7%25D9%2584%25D8%25AA%25D9%2583%25D9%258A%25D9%258A%25D9%2581%2B%25D9%2588%25D8%25A7%25D9%2584%25D8%25A7%25D8%25AF%25D9%2588%25D8%25A7%25D8%25AA%2B%25D8%25A7%25D9%2584%25D8%25B5%25D8%25AD%25D9%258A%25D8%25A9%2B%25D8%25B4.%2B%25D9%2585.%2B%25D9%2585-Air%2Bconditioning-%25D8%25AA%25D9%2583%25D9%258A%25D9%258A%25D9%2581%2B%25D9%2587%25D9%2588%25D8%25A7%25D8%25A1.html&ei=8TeMU-3pDMXB7AbrlIGwAg&usg=AFQjCNEvMzLtoL8e6iqdYVlU_KeVss1PMw)Title of the Post**:** Main Accountant & Treasurer (Senior Accountant) **Key responsibilities:*** + - To assist in doing the accounting duties according to the financial policies and procedures
		- Assist with financial month-end close and daily accounting activities with tight deadlines.
		- Complete monthly journal entries and balance sheet reconciliations.
		- Perform Accounts Payable functions including processing invoices and payments ensuring proper cost accounting to productions.
		- Process employee expense reports and ensure compliance with company policy.
		- Complete monthly bank reconciliations.
		- Prepare, examine, and analyze accounting records, financial statements, and other financial reports.
		- Ensuring compliance with payment.
		- Assist in establishing the chart of accounts, and assign entries to proper accounts.
		- Develop, implement, modify, and document record keeping and accounting systems.
		- Prepare forms and manuals for accounting and bookkeeping personnel, and direct their work activities.
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| **REFERENCES** | **REFERENCES AVAILABLE UPON REQUEST** |