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| ***Gender:*** Male  ***Nationality*:** Jordanian  ***Name:*** Shadi Imseeh  ***Email****:* [shadi\_imseeh@yahoo.com](mailto:shadi_imseeh@yahoo.com)  ***Born:*** Amman, October 08, 1989  ***Mobile No.:*** +962 796 308 066  IMG_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 | |
| **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. | |
| **REFERENCES** | **REFERENCES AVAILABLE UPON REQUEST** | |