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OBJECTIVE: *Looking for a VAT Specialist or Senior Accountant position in a firm where I can use my skills and wide experience for the benefit of the company and to aim for my further growth.*

SUMMARY: *More than 5 years of professional experience as a Senior Taxation / VAT Specialist in a Financial and Business Management Consulting Firm in Jordan.*

SPECIALTIES: *VAT, Auditing, Financial Reporting, GAAP*

DIPLOMAS: *Bachelor's Degree in Accounting – 2009 to 2013
Philadelphia Private University
Jordan*

PROFESSIONAL EXPERIENCE: **July 1, 2018 – Present: MBH Recruitment and Outsourcing, Abu Dhabi, U.A.E**

Position: Senior Tax Specialist

MBH Recruitment and Outsourcing is a leading provider of Recruitment and Outsourcing services in the UAE. It specializes in recruiting all candidates across all categories from senior decision makers to junior staff, skilled to unskilled workers. It also provides outsourcing solutions to companies looking to contract out HR operations to a specialist without worrying about administrative procedures such as visa processing, transportation and accommodation.

Job Responsibilities:

- *Serves as the point of contact for all the VAT related activities*
- *Implementation of VAT principles, policies and processes and ensures completion and compilation of the same across the company.*
- *Keeps abreast of all VAT related rules and laws.*
- *Ensures compliance of VAT data collection, review, consolidation, preparation and payment of VAT liability.*
- *Prepares and submits monthly reports to management with regards to VAT activities.*

2013 – 2017: Ideal System for Financial and Consulting, Jordan

Position: Senior Tax Specialist

Ideal System for Tax and Financial Consulting is a leading consulting firm aiming to provide comprehensive range of business and financial advisory services throughout Jordan. Our experience started in 2004 as individuals and then gathered our diversified experience in business to be in one institution in 2013.

Job Responsibilities:

- *Provision of advice on value added tax to the organization as well as ensuring the organization to be up-to-date on changes in tax legislations.*
- *Dealing with the preparation and submission of VAT returns on a monthly basis*
- *Preparing and presenting the financial data in support of the internal program reviews, customer reviews, and analysis on special requests from customers*
- *Preparing the reports to reflect the period of performances, periodical invoices, and expenditure statements in respect of each contract*
- *Maintaining accurate accounts and records of the company and dealing with financial irregularities and taking remedial measures to rectify the same*
- *Preparation of budgets, monitoring of the profit and loss of the company, and suggesting measures for improvement*

- *Preparing and filing of VAT returns periodically, without fail*
- *Looking after the management of client and supplier payments*
- *Preparation of consultancy reports.*
- *Recommend tax strategies that align with business goals.*
- *Identify tax savings and suggest ways to increase profits.*
- *Detection and evaluation of risks as well as opportunities regarding respective tax issues*
- *Ensuring the completeness of assignments and compliance of budgets as well as prevention of budget overruns.*
- *Reconciliation of Payables, Receivables, bank, and balance sheet accounts.*
- *Recording and verification of entries, accounts, journals, general ledgers, invoices/bills, checks and receipts.*
- *Application of the Substantive Audit (Analytical and Documentary).*

Skills

- *Great experience in preparing financial statements, budget proposals, management reporting and account consolidation and maintaining account records in a perfect condition*
- *Proficient with Accounting Software's and Computer Applications and can work with some important computer languages.*
- *Ability to create database and maintain important account particulars for future reference.*
- *Highly experienced in maintaining payrolls, ledgers, reconciliations, inter company records and prepayment*

Strength:

- *Ability to work under pressure.*
- *Ability to work independently with strong leadership skills.*
- *Fast Learner and Handworker.*

Computer Literacy:

- *Proficient in Microsoft Word 2007 and 2010*
- *Knowledgeable in Microsoft Excel and PowerPoint.*
- *Advance Internet Research*

Personal Details:

- **Language:** *Native Arabic and English (Intermediate)*
- **Date of Birth:** *1-1-1990*
- **Nationality:** *Jordanian*
- **Marital Status:** *Single*
- **Visa Status:** *Employment Visa*

