**Curriculum Vitae**

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**Raed Ali Al Jarrah**

**26th April 1988**

**Address: UAE**

**Nationality: Jordanian**

**Marital Status : Single**

**Phone: 0561191316 UAE**

**Email:** Raedjarrah123@gmail.com

**Skype: Raed.jarrah88**

Career Objective

*To secure an accounting position that allows me to enhance my knowledge in accounting and to implement my education at your company, also I am seeking for a challenging position in a company where my knowledge and skills can be put to good use, and my education and working experiences will assist the company to reach its target.*

Experiences

**Oct 2017 till present**: **Accountant** at H. A. Star GEN. CONT. & MAINT. EST.

* **Jan 2016 - Sept 2017**: **Accountant** at Gibraltar contracting Company. With the following responsibilities:
* Monitor all the stocks transactions from importing the items till the sell or distribute action, during the full procedure; receiving all the invoices, enter the items and records, distribute costs on each item.
* Prepare budget for one year or more explain the expected future revenue andexpenses.
* Prepare reconciliation for vender & customer to follow the accrued payment.
* Calculate Percentage of Completion Method to record the expected revenue for current year Cash management to paid liabilities and collect Relievable in time
* Prepare account (projects under process ) in chart of account for each project and record each expenses in its project to know cost every project to calculate gain for project
* Prepare salaries entries.
* Prepare adjustments such as depreciations for fixed asset.

**June 2015 – December 2015**: **Auditor** at Al Hili Horse Riding and Training center in Al-Ain UAE. With the following responsibilities:

* Collect payments from suppliers and customers.
* Checking that financial reports and records are accurate and reliable.
* Preparing reports, commentaries and financial statements.
* Prepare salaries entries. And undertaking reviews of wages.
* Carry out monthly inventory.

**March 2011 – June 2015**: **Administrator** in Jordanian Education and Military

Culture.

**Dec 2007 – Jan 2011**: **Tax Accountant** at Corporation Counsel business accounting and tax. with the following responsibilities:

* Prepare, examine, and analyze accounting records, financial statements, and other financial Reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Report to management regarding the finances of establishment.
* Establish tables of accounts, and assign entries to proper accounts.
* Develop, maintain, and analyze budgets, preparing periodic reports that compare.

**April/2006 – February 2007**: **Orders Coordinator** (Dispatcher) at tourist projects international company (Hardee’s -Americana).

Education

January 2014 : **Bachelor in Accounting**, Al- Albayt University - GPA: 74.2

February 2010: ***The General Secondary Education Certificate*** – Management Information System stream.

Skills, Abilities

* + Computer: World, Excel, PowerPoint, Internet, Social Media.
  + Numerical Competence.
  + Management skills.
  + Communication Skills.
  + Team work.
  + Problem solving.
  + UAE Driving License

Courses

* VAT in UAE at MADA Tax Consultants – March 2018
* Microsoft Desktop Optimization
* Leadership skills
* Secrets of Success

Languages

• Arabic: Mother Language

• English: Good ( Reading, Writing and Speaking).

References:

* **Mr. Saleh Ali** (+971568040665)

Manager of Administration - ECT.

**Mr. Mohammad Adel**(+971568005111)

HR Manager – H. A. Star GEN. CONT. & MAINT. EST.

**Mr. Mouath Al Horani** (+962795488482)

Financial Manager – Yarmouk University

Date:

Place: