

# Curriculum Vitae

## Raed Ali Al Jarrah

26<sup>th</sup> April 1988

Address: UAE

Nationality: Jordanian

Marital Status : Single

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### 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 and expenses.
  - 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: Word, 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: