

Nader Jamal AbuZaid

Personal Information

Date of Birth: 26/11/1986
Marital Status: Married
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Summary

A highly motivated and results driven senior finance assistance that has over ten years of experience in leading and developing a successful finance team, skilled in numerous financial and accounting fields. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently.

Education

- High School Graduated from AlOmareyah School in 2003-2004
- BS in Accounting from Applied Science University, Jordan (2008)

Professional Experience

- Aug 2008 – Jan 2009 (Accountant) - Jerusalem Express Travel – Jordan
 - Preparing daily sales report.
 - Making BSP fortnightly reconciliation.
 - Making bank receipts on accounting system.
 - Preparing payments and booking them on system.
- Feb 2009 – Mar 2010 (Accountant) - Mena Tours and Travel – Jordan
 - Preparing daily sales report.
 - Making BSP fortnightly reconciliation.
 - Preparing BSP payment within deadline.
 - Making bank receipts on accounting system.
 - Preparing payments and booking them on system.
 - Handling Hajj & ummra individual programs.
 - Preparing Vendor reconciliation for hotels and other related suppliers.
 - Handling monthly bank reconciliation.
 - Preparing monthly salaries including social security & income tax payment.
- Mar 2010 – Jun 2013 (Senior Accountant) - Green Meadows Travel and Tourism (Naouri Group)- Jordan
 - Monitoring daily sales report.
 - Handling company cashflow to manage all related payments.
 - Preparing BSP payment within deadline.
 - Monitoring Vendor reconciliation for hotels and other related suppliers.
 - Handling monthly bank reconciliation.
 - Preparing monthly salaries including social security & income tax payment.
 - Handling all sales & payment issues as a GSA for four airlines (Oman Air, Air Algeria, Fly Dubai, and Syrian Air) .

- Jun 2013 – Aug2020 (Senior Finance Assistant) - Qatar Airways- Jordan
 - Monitoring daily sales report.
 - Handling company cashflow to manage all related payments.
 - Preparing BSP payment within deadline.
 - Monitoring Vendor reconciliation for hotels and other related suppliers.
 - Handling monthly bank reconciliation.
 - Preparing monthly salaries including social security & income tax payment.
 - Dealing with any accounting applications and ERP.
 - Handling all AP operational workflow and Managing supplier relationships to ensure that reconciliation & payments are accurate and processed on time.
 - Handling all AR operational workflow and cash reporting and Managing customer relationships to ensure that reconciliation & collections are accurate and processed on time
 - Handling the asset register.
 - Controlling accrual & prepayment accounts on month basis .
 - Preparing & monitor Jordan station budgets for periodic manner.
 - Preparing mandatory analysis reports (tax reports, cost center report, general ledger report , ect...)

Skills

Financial

Cash Flow control
Management accounts
Oracle Financial Systems
(ERP System)
Financial forecasting
Economic awareness
Interpreting financial data
Auditing
Strategic thinking

Management

Predicting future trends
Supervisory skills
Financial regulations

Decision making
Managing budgets
Effective delegation
Conflict resolution
Effective delegation

Personal

Attention to detail
Communication skills
Good IT knowledge

Presentation skills
Problem solving
Analytical mind
High levels of integrity
Negotiating