

6th Circle, in front of Crown Plaza Hotel
☎ 183099 (11118), ☎ +962-079 9622987
✉ emad-abushanab@hotmail.com

EMAD M. ABU SHANAB

PROFILE & OBJECTIVES

An ambitious, enthusiastic and determined individual, motivated by distinctive peers as well as teamwork to achieve appointed targets and to maintain predetermined deadlines.

Main Objectives:

- Working in an environment where I can best utilize my skills.
- To be part of a team who shares my values of hard work, dedication and constant enthusiasm.

EDUCATION

1999-2004: Al Zaytoonah University

- Bachelor Degree in Accounting.

1998-1999 : Al Muroj Private School

- Jordanian High School Diploma (Literary Stream).

WORK EXPERIENCE

august 2018 – tell present
Fiorentina For Italian restaurants
DA ESMAT RESTAURANTS
Financial Manager

Duties & Responsibilities:

- providing and interpreting financial information
- monitoring and interpreting cash flows and predicting future trends
- formulating strategic and long-term business plans
- conducting reviews and evaluations for cost-reduction opportunities
- managing financial accounting, monitoring and reporting systems
- developing external relationships with appropriate contacts
- producing accurate financial reports to specific deadlines
- keeping abreast of changes in financial regulations and legislation.

Establish a cost control system to ensure that management is provided with all the information needed by the department

September 2014 – august 2018
Jordanian realstate company
For development (JRCD)
PLC

Fainancial Manager

Duties & Responsibilities:

- Determining financial objectives. Designing & implementing systems, policies & procedures to facilitate internal financial control.
- Preparing Annual Budget and forecasting trends.
- Developing reports for top management summarizing the business financial position in areas of income, expenses, capital usage and cash flows, and coordinate the preparation of strategic plans, budgets and financial forecast.
- Developing and updating accounting, finance and management policies and procedures.
- Effective Cash Flow Management
- Coordinating the preparation, maintenance and filing of projected P&L Account, Bills Discounting and Balance Sheet as required by bank authorities and other financial institutions.
- Coordinate the preparation of Financial Statements, Financial Reports for internal usage.
- Getting control accounts reconciled and sorting out the discrepancies
- Handling Reserve Bank of India queries for export/import matters and carrying out all correspondence with the bank
- Remitting foreign currency for import advance & other expenses like traveling, consultancy, advertising and project export.
- Negotiating with the banks for export documentation requirement.

October 2010 – September 2014
Arab International Education
& Investment P.L.C

Internal Auditor

Duties & Responsibilities:

- Evaluation of internal control systems and arithmetic in order to ensure that the accounting system and internal control systems properly, Ensure that these systems are most suitable for the facility and Propose improvements to these systems first hand.
- Assessment of plans and procedures:
Work on the discovery of weaknesses or deficiencies in the systems and procedures used by the company intended to suggest the necessary amendments and improvements through the reports issued by the Department of Internal Audit.
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- Execute detailed audit procedures, including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness.
- Prepare analytical reports for management including financial analysis of public shareholding companies that operate in the same area of work group in order to compare the performance of the company with other companies and financial analysis for investment purposes.

I worked as financial manager for Alomana Portfolio and investment One of the group companies.

April 2006 – August 2010:
Rum -aladdin PLC one of
The MEC group Company
Internal Auditor

Duties & Responsibilities:

- To plan, organize and carry out the internal audit function including the preparation of an audit plan which fulfils the responsibility of the department, scheduling and assigning work and estimating resource needs.
- Assist in the process of evaluating the adequacy and effectiveness of internal controls.
- Execute detailed audit procedures, including reviewing transactions, documents, records, reports, and policies and procedures for accuracy and effectiveness.
- Review and evaluation of work papers of completed projects to be certain that adequate documentation has been gathered and that the work papers document and provide an adequate basis for reporting.
- To work with management to ensure a system is in place which ensure that all major risks are identified and analyzed.
- Performing preliminary analytical procedures to identify unusual or unexpected balances and relationships.
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- Assist in developing recommendations for corrective action/improvement.
- Provide assistance to external auditors as requested.

January 2005 – April 2006
Ghosheh & CO.
External Auditor

Duties & Responsibilities:

- Understanding the client's business, the control environment and accounting process.
- Performing preliminary analytical procedures to identify unusual or unexpected balances and relationships.
- Performing test of controls, substantive analytical procedures, test of details and performing statistical sampling for testing and evaluating balances and transactions.
- Planning and performing physical counts for various types of entities.
- Preparation of draft financial statements, related notes, auditor's report and Letters of recommendations to management.
- Ensuring that the working papers have been properly finalized (including resolution of all outstanding items).

I participated in the process of auditing the following entities:

- **Manufacturing:** United Garment Manufacturing Co., Jordan Ceramics, Aseel Universal, RemaLux, Arab Paper Converting and Trading Co. & International for Optical and Hearing aid industries (ICOH)
- **Investment:** United Land Development Corporation PLC (ULDC).
- **Hotels:** BelleVue, Comodor Hotel.
- **Others:** Specialized Investments Compound.

INTERESTS & SKILLS

- Experienced with Microsoft Office
- Clear, concise writing for different contexts.
- Enthusiastic, creative, capable of multitasking and working under pressure.
- Always looking for a challenge.
- Dealing effectively and professionally with wide range of people.

Training

- Attended course in Jordan CPA.
- Attended several courses in internal auditing.

LANGUAGES

- Arabic: Mother tongue.
- English: Good (Reading, writing and Speaking).

PERSONAL INFORMATION

- Marital Status : Married
- Age : 37 years.
- Nationality : Jordanian.

REFERENCES

Available upon request