

**Contact Information >>**

Amman-yasmeen

Mobile: +962 798106860

E-mail : abuzaid82@yahoo.com

Personal Information ▼

Name : Bara' Othman
Mobile : (+962) 798106860
Birth of date : September 3, 1982.
Marital Status: married
Nationality : Jordanian

Education ▼

UNIVERSITY : AL-albayt University
Major Bachelor Degree in Accounting - 2005

Work Experience ▼

**1. Al Qataria for Production of Reinforcing Steel (QSTEEL) Doha-qatar
Finance Supervisor – 7/2021 till now**

Responsible for supervising and directing the finance functions, including general ledger

accounts payable and receivable, check processing, exception items, fixed asset, and cost accounting. Prepares periodic reports, reviews and reconciles data, and participates in the development of specialized financial data. Oversees and prepares entries and adjustments to records, files, and statements. Assists with financial and variance

analyses, board packet information, and budget preparation. Ensures that acceptable production and quality standards are maintained. Ensures that finance functions are completed in accordance with established policies and standards and related governmental requirements. Directs, trains, supervises, and assists in appraising finance personnel

**2. Modern Arab Distribution Ltd (Nader Group) Amman-Jordan
Accountant Receivable Supervisor -12/2019 To 5/2021**

.Conducting credit checks on new and potential customers
.Implementing debt collection policies and regulations of the company
.Implementing deadlines for invoicing and payment collection
.Monitoring the invoicing and money collection processes
.Ensuring the timely collection of payments
.Negotiating with customers in cases when non-payment occurs
.Preparing monthly feedback reports on payment collections
Keeping records of invoices, deposits, and all correspondence regarding payment collection
Remaining informed of any legislative procedural training regarding debt collection
.Training and mentoring of staff members in the department

**3. Mudieb Haddad & Sons Co, Zarqa-Jordan
Accountant Receivable Section head - 04/2018 to 11/2019**

**4. ALMuhaidib Foods Co- MAYAR-, DAMMAM-KSA
Senior Accountant and Senior Accounts Receivable - 09/2012 to 10/2017**

5. **Personal Employment and Technical Recruitment Agency INC –
Manila-Philippine**
Senior Accountant - 01/2010 to 09/2012
6. **National Paints Factory (Saygh Group)–Amman-Jordan**
Accountant - 10/2007 to 05/2008

Traning

Managing Receivables And Collecting Non-Performing Debts
-Amman Chamber of Commerce-

Computer Skills ▼

- 1 Microsoft Office(Excel &word)
- 2 Using Internet
- 3 accounting programs..(Oracle & Access)

Personal skills ▼:

- Team work

Supportive, facilitator, organized, co-coordinators, deliverer, imaginative, delegator, open-minded

- Leadership

Dynamic, motivator, team-builder, confidence booster, energetic, capable, outward looking, accountable, visionary

- Interpersonal Skills

Listener, adviser, counselor, politically aware, initiator, professional, co-operative, constructive, assertive

Languages ▼

Language	Level	Language
Arabic	Fluent	First Language
English	V.Good	V. Good

References Will Be Provided Upon Request