

PROFILE

5th-NOV-1982.
Married.

CONTACT

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HOBBIES

Programming
Reading
Swimming

Moutaz SHAMI

Deputy General Manager
Al-Amal Financial Investments Co.

Graduated from the University of Jordan with a degree in Computer Information Systems. My intellectual curiosity drives me to be a lifelong learner and so to improve and enhance my skills, I am always looking for new challenges.

I am confident, reliable and enthusiastic, great communicator and strive to keep my workflow and myself organized as much as possible. Enthusiastic and professional yet friendly approach to deal with any task presented before me.

Al-Amal Financial Investments is one of the leading stock exchange companies in the Amman Stock Exchange market, it was established in the 80's as a privately owned company and turned into a P.L.C company in 2005.

I joined Al-Amal in 2005 as an IT officer, and I walk my way through until I became the Deputy General Manager of the company. My ambition and hard work have no limits.

I'm a very active, hard worker, a leader and a trainer, in 2021 I have volunteered to manage Eradah political party financial accounts by creating the accounting tree, managing its donations and expenses, managing tax, monthly salaries, frequent expenses, its liabilities with vendors and daily bank reconciliation.

My skills in computer hardware, software and Microsoft Office products, especially in Excel, are extraordinary, I use the technology to work smart, efficiently and professionally.

In 2016, I created the most important website in the history of Amman Stock Exchange Market where the traders at ASE can track the trading of the shareholders who own 1% or above of any PLC company. Today I have a huge database with more than 50 million records, and anyone can access this website. www.alamal.com.jo

EDUCATION

University of Jordan

2001 - 2005

BSc's Degree in Computer Information Systems - **GOOD**

King Abdullah the 2nd Faculty for Information Technology

Computer Information Systems

CIS 2001 - 2005

WORK EXPERIENCE

Al-Amal Financial Investments Co. Deputy General Manager

(Management | Administrative | Leadership | Problem Solving | Adding Value | ECL and provisions | Financial Control, Planning and Budgeting | Credit Collections, Risk management and Legal actions | Bank Accounts Reconciliation Statement)

2021

- Maintained product and service quality standards by conducting ongoing evaluations and investigating complaints.
- Implemented appropriate plans for resolving unfavorable trends and enhancing profits.
- Established an employee development plan, setting clear expectations for team members.
- Developed long and short-range financial objectives, supporting company mission statement.
- Analyzed current processes and implemented efficiencies that reduced costs.
- Used customer feedback for improving operations and building brand loyalty.
- Established and maintained proactive human resource functions, complying with labor regulations.
- Recruited team members to maintain adequate staffing levels.
- Implemented and maintained open-door communication system, reaching employees across department lines.
- Built and maintained relationships with clients and shareholders.
- Coordinated staff training sessions to ensure compliance with company policies and procedures.
- Monitored the company's performance and identified opportunities for improvement.
- Managed profit goals against budget and prior year, keeping controllable costs within budget.
- Managed company assets by maintaining clean and fully equipped establishments with properly working equipment.
- Estimating and evaluating credit risk.
- Preparing financial reports, clearly explaining operational effectiveness, trends, and variances.
- Automated Bank reconciliation.

Al-Amal Financial Investments Co. Board of Directors Secretariat & Chairman Executive Assistant.

(Meetings | Minutes of Meetings | Calendar | General Assembly Meeting | Shareholders | Purchasing)

2019

- Prepared for meetings by reviewing the agenda and supporting documentation.
- Worked with the board of directors to create strategic plans for company growth.
- Planned, presided over, and facilitated board and committee meetings.
- Prepared monthly financial statements and annual reports by conducting analysis of receipts, disbursements, and losses.
- liaisons between organizations, shareholders and outside organizations.
- Interpreted and enforced policies and regulations to maintain alignment with corporate objectives.
- Addressed legal and managerial issues with external agencies.
- Conferred with board members, organization officials and staff members to discuss issues, coordinate activities, and resolve problems.
- Referred major policy matters to elected representatives for final decisions.
- Made presentations to legislative and other government committees regarding policies, programs, and budgets.
- Prepared and presented business and operational reports to inform stakeholders.
- Monitored and maintained executive files and records.
- Compiled and analyzed data for executive decision-making.
- Proofread and edited executive documents and communications.
- Filed and compiled corporate documents, records and reports to streamline office flow.
- Assisted with the development and implementation of executive policies.
- Coordinated schedules by booking and canceling meeting venues.
- Inspected faulty office equipment and arranged repairs.
- Updated and maintained business contact information using digital database.
- Managed and organized confidential information to maintain privacy.
- Performed research and data collection for executive decisions.
- Reviewed company reports and gathered information to provide research support.
- Read and analyze incoming memos, submissions, and reports to determine significance and distribute to proper staff members.
- Provided clerical support to other departments.

Al-Amal Financial Investments Co. Information technology Manager
(Software | Hardware | Purchasing | System Development | Administrator |
Networks | Firewalls)

2005

- Evaluated usage of company technology by identifying potential areas of improvement in software upgrades.
- Communicated business and technology goals to employees in different departments.
- Cooperated with department heads, managers and supervisors for the creation of coherent goals for IT department.
- Provided users with IT support to deliver optimal customer service.
- Delivered reports about project activities to different departments within the company.
- Guided software developers on complex projects, assisting with project completion.
- Achieving company objectives by combining business and technological plans.
- Approved all systems charts and programs prior to implementation.
- Purchased necessary equipment.
- Evaluated the organization's technology use and recommended improvements to hardware and software.
- Developed computer information resources, providing data security and control, strategic computing, and disaster recovery.
- Provided users with technical support for computer problems.
- Stayed abreast of advances in technology.
- Consulted with users, management, vendors, and technicians to assess computing needs and system requirements.
- Analyzed workflow, established priorities, developed standards, and set deadlines.
- Managed backup, security, and user help systems.

Al-Amal Financial Investments Co. local and international Financial Broker ([Stocks](#) | [Shares](#) | [Bonds](#) | [CFD's](#) | [Metals](#) | [ETF's](#) | [Currencies](#))
2005-2010.

- offered advice on purchase or sale of securities.
- Contact prospective customers to present information and explain available services.
- Buy and Sell orders to securities exchanges and to firm trading departments.
- Prepared financial reports to monitor client and corporate finances.
- Monitor markets and positions.
- Evaluated costs and revenue of agreements to determine continued profitability.
- Priced securities or commodities based on market conditions.
- Supplied latest securities price quotes as well as information on activities or financial positions of issuing corporations.
- Calculated costs for billings and commissions.
- Identified opportunities and developed channels for the purchase and sale of securities and commodities.
- Completed sales order tickets and submitted for processing of client-requested transactions.
- Explained stock market terms or trading practices to clients.
- Informed other traders, managers, and customers of market conditions.
- Tracked and analyzed factors affecting price movement.
- Ensured accuracy of information and conformance to governing agency regulations.
- keep accurate records of transactions.

Eradah Political Party {Volunteer}

(Accountant | Credit Control | Financial Statements)

2021

- Creating an accounting tree that fits the business needs and requirements.
- reports to the finance director or the chief financial officer.
- contacting donators, vendors, issuing invoices and cash acceptance receipt.
- chasing payments and resolving disputes.
- liaises with other departments to ensure that the credit terms and conditions are clear, consistent, and fair.
- setting and reviewing the credit policies and procedures of the business to ensure compliance with political parties' laws and regulations.
- establishing and monitoring credit limits and ratings of customers
- conducting regular credit checks and risk assessments
- preparing reports on the credit performance and cash flow of Eradah political party to identify areas for improvement or action.
- negotiating with suppliers, and third parties on payment plans, discounts, or settlements.
- escalating and resolving complex or high-value credit issues while taking legal action if necessary.
- keeping up to date with regulations related to political parties' credit control.

CERTIFICATES

- Forex Market Courses (Introduction, Basic Analysis, Technical Analysis) from Orion Jordan.
- Certified Financial Broker from Amman Stock Exchange.
- Certified Stock Issuer from Jordan Securities Commission.
- Accounting from Sarah Al-Juman Institute.
- Android Programming Language from Superiors Institutes.

SKILLS

Financial Analysis	99%
Development	99%
Computer Skills	99%
MS Office 365	99%
Analytical Thinking	99%
System Analysis	99%
Problem Solving	99%