



# Naser Majdalawi

ACCOUNTANT



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Jordanian

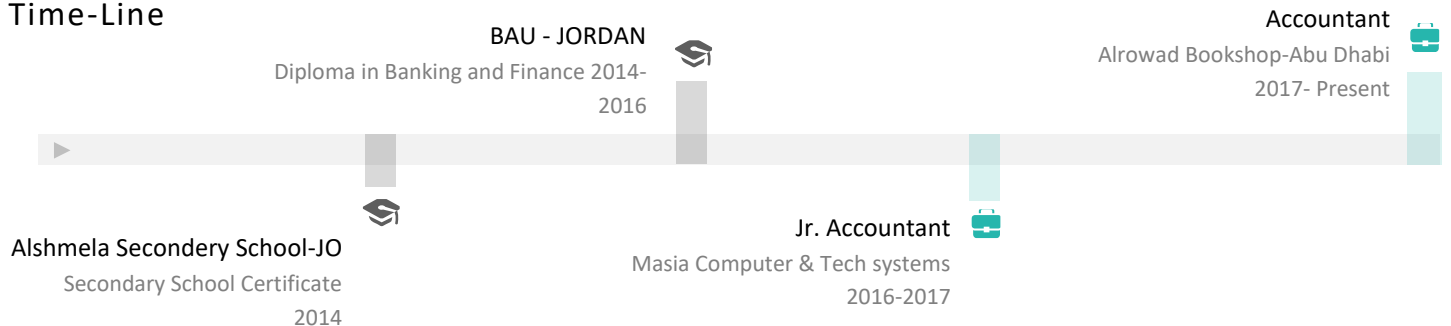


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Jordan-Zarqa

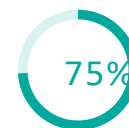
## Time-Line



## Responsibilities

- ▶ Post and process journal entries to ensure all business transactions are recorded.
- ▶ Update accounts receivable and issue invoices.
- ▶ Update accounts payable and performs reconciliations
- ▶ Assist with reviewing of expenses, payroll records etc. as assigned.
- ▶ Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- ▶ Prepare and submit weekly/monthly reports.
- ▶ Assist with the preparation of financial statements.
- ▶ Analyze and reconcile bank statements and general ledgers.
- ▶ Post journal entries for accrued expenses and revenue.
- ▶ Maintain and record fixed assets.
- ▶ Act as a liaison for vendors to reconcile any billing discrepancies the drawings, highlight any discrepancies and provide technical solutions supported by the design team.

## Personal Skills



Communication Skills



Work under pressure

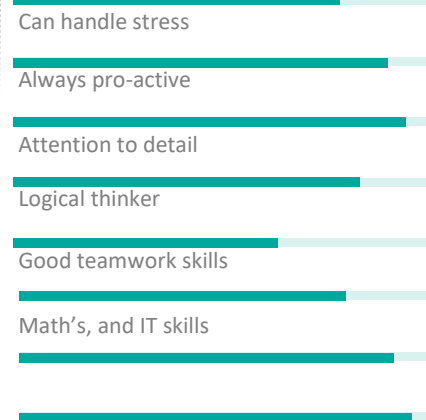


Teamwork Skills

Problem solving

## Another Skills

Time Management



## Languages

Arabic



Native

English



Average level