

# CV.

## Khaled Omar Abd al-latif Al-ashqar

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### Personal Information:

Place of the Birth : Amman – Jordan

Date of the birth : Feb.21.1983

Address : Irbid, Jordan

Gender : Male

Nationality : Jordanian

Marital Status : Married

Mobility : Worldwide

### Objectives:

Seeking a challenging and progressive career in the fields of **Financial Management and Accounting**, where I can utilize my academic and professional qualifications and more than **13 years work experience** in Jordan and the kingdom Sudi Arabia along with my communication & presentation and interpersonal skills to contribute to the enhancement of institution's overall efficiency and reliability. In addition to be an added value member for success of the institution.

### Key Professional Skills:

1. **Formation and Implementation of Internal Control Polices** :Well educated on and practiced the Internal control policies and procedures and strict adherence to established corporate policies, procedures and controls.
2. **Financial Accounting** :Good educated and practiced on Financial Accounting applications including but not limited to (General journals, follow up balance sheets accounts).

3. **Preparation of monthly trial balance**
4. **Team Player:** Ability to collaborate with others in own unit and across boundaries and honest acknowledgement of others' contributions. Worked effectively with individuals from different sects, cultures and genders.
5. **Knowledge Creation & Sharing:** Very open to new ideas; shares own knowledge; applies knowledge in daily work and builds partnerships for learning and knowledge sharing.
6. **Strong Communication and interpersonal Skills:** very strong communication and interpersonal skills .

### **Educational Background:**

#### **. Bachelor's Accounting**

At Philadelphia University

**Location:** Jarash, Jordan

**Completion Date:** February, 2005



#### **. High school or equivalent,**

At king fahad Secondary School

**Location:** kingdom Saudi Arabia

## Work Experience:

### -1 Financial and Executive Director at ( Safeguard Industrial Inspection Services co )



**Location:** Amman, Jordan

**Company Industry:** Engineering and Contracting

**Job Role:** Accounting /Banking / Finance/Auditing/ Executive Director

April 2019 - August 2020

- Preparing the Trial Balance
- Controlling daily financial transactions.
- Preparing accounting entries.
- Preparation of the monthly salaries and the salary and social security and income tax
- follow-up of receivables and payables Preparing financial reports and statements.
- Preparing bank reconciliation statements.
- Maintain price lists and customer contracts.
- Follow-up Documentary Credits and bank guarantees.
- Follow-up of receivables and payables and invoices to contractors.
- Auditing company accounts with the banks and the branches accounts and make the necessary reconciliations and notifications.
- Interact with internal and external auditors in completing audits.
- Report the tax claims and payments as per local regulations applied.
- Makes and implements recommendations to improve accounting processes

and procedures.

- Other accounting operations and periodic reports.
- Monitoring the performance of each department.

## 2 – Work was done at (Al-Toukhi Trading & Contracting Co



**Location:** Riyadh – Kingdom Saudi Arabia

**Company Industry:** Engineering and Contracting ( A sub-company with the Saudi Electricity Company

**Job Role:** Accounting/Banking/Finance/Auditing/Salary Preparation/Private accountant for the owner

June 2006 - July 2017

- Preparing the Trial Balance
- Controlling daily financial transactions.
- Preparing accounting entries.
- Preparation of the monthly salaries and the salary and social security and income tax
- follow-up of receivables and payables Preparing financial reports and statements.
- Preparing bank reconciliation statements.
- Maintain price lists and customer contracts.
- Follow-up Documentary Credits and bank guarantees.
- Follow-up of receivables and payables and invoices to contractors.
- Auditing company accounts with the banks and the branches accounts and make the necessary reconciliations and notifications.

- Interact with internal and external auditors in completing audits.
- Report the tax claims and payments as per local regulations applied.
- Makes and implements recommendations to improve accounting processes and procedures.
- Other accounting operations and periodic reports.
- Monitoring the performance of each department.

**Languages:**

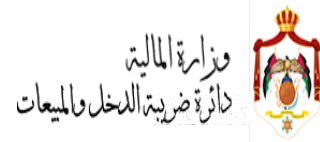
Language	Speak	Read	Write	Understand
Arabic (mother tongue)	Excellent	Excellent	Excellent	Excellent
English	Good	Good	Good	Good

**Other Qualifications, Memberships, Training :**

- Advanced financial Accounting



- Tax delegation certificate ( ISTD)



- Ability to use Microsoft office application.

**References:..... Available upon request**