

HAMZA ALQATAWNEH

Chief Accountant - *Transferable IQAMA*



Date of Birth: 14/11/1980

Driving License: KSA , UAE , JORDAN

Nationality: JORDANIAN

CAREER SUMMARY

Over **20** years of continuous work experience

- **7** years of experience in the **KSA**
- **3** years of experience in the **UAE**
- **10** years of experience in **JORDAN**

EXPERIENCE

- **Aug. 2024 – Present, Riyadh – KSA**
 - Masar Energy Trading / Construction (MEP)
 - **Senior Accountant**
- **April 2016 – July 2024, Amman – Jordan**
 - Jordan Trail Association / JTA NGO's- Developing infrastructure and guest houses establishment)
 - **Chief Accountant and HR Representative**
- **Feb. 2011 – March 2016, Khobar -KSA**
 - Prisma Metal Industry LLC/ Aluminum Glass Factory
 - **Chief Accountant and Sales Representative**
- **January 2009 – December 2010, Amman - Jordan**
 - Diamond Group Holding / Trading
 - **General Accountant**
- **May 2006 – December 2008, Dubai - UAE**
 - Wall Technology LLC/ Aluminum Glass Factory
 - **General Accountant and Head of Purchases**
- **July 2005 – April 2006, Amman - Jordan**
 - International Cards Company
 - **Sales and Team Leader of Customer Service Department**

RESPONSIBILITIES :

- Oversee day-to-day operations of the accounting department.
- Manage month-end and year-end closing processes to ensure timely and accurate financial reporting.
- Prepare and analyze financial reports to provide insights into the organization's financial performance.
- Coordinate and liaise with external auditors and tax authorities to ensure compliance and facilitate audits.
- Monitor cash flow, liquidity, and key financial performance metrics to support strategic decision-making.
- Provide financial analysis to support business decisions and initiatives.
- Prepare and manage Import & Export Letters of Credit (L/Cs).
- Act as the cost controller for projects, ensuring budget adherence and cost efficiency.
- Lead the collections department to optimize cash flow and minimize outstanding receivables.
- Record and allocate costs for various projects to maintain accurate financial tracking.
- Prepare Local Purchase Orders, Cheque Vouchers, and Salary Sheets to support procurement and payroll processes.
- Oversee the purchasing department, managing procurement for construction projects.
- Respond to all vendor inquiries to maintain positive relationships and resolve issues promptly.
- Comprehensive knowledge of accounting and financial matters across all subdivisions from A to Z.

CONTACTS

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Address: Riyadh - KSA

SKILLS

- Microsoft Office Proficiency
- Accounting Software Proficiency
- Team Work
- Leadership Skills -Problem Solving
- Attention to Details
- Communication Skills
- Adaptability
- Experience in the GCC
- Strong knowledge of financial theory, concepts, and practices

EDUCATION

B.A / Accounting obtained at the **University of Jordan**, Faculty of Business Administration, (2000 – 2005) - JORDAN

CERTIFICATES & COURSES

- Certificate of Deputation and Tax Representation. (Candidate)
- Quick Books -Accounting Software
- Qoyod -Accounting Software
- Microsoft Office Excel Training

LANGUAGES

- Arabic - Native
- English - Advanced