



Esam Wafae

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Professional / Career Summary

Multi-talented, outstanding & recognized Accountant professional with over 18 years of hands-on experience in variety of FMCG, Export/import, oil & gas companies. Hold a BSc. In Accountant and several recognized certificates.

Gained experienced in lead & motivate a diverse group of Accountant team members. Also, credible record of accurate financial Analysis, setting Strategic objectives & implementing accounting practices.

A subject matter expert in Create accounting entries and documents, managing Income and sales tax returns, follow up on receivables and payable payment, conduct financial. With Extensive knowledge and understanding of general/international accounting standards and practices Also, Preparing financial statements & budgeting to Support business decisions-makers with appropriate advice.

Had a Flexible approach to work, while always managing own priorities, thrive in a fast-paced environment which made me always open for new innovations, changes, learning, volunteering & willing to travel several locations. Also, speaking English & Arabic Fluently. Although had a valid driving license.

WORK EXPERIENCE

Chief Accountant Ajyal for trading & Petroleum Supply Co, Jun 2017 – Present
Amman, Jordan

(Ajyal Co. is one of the leader companies in Jordan in trading & Petroleum Supply)

- Responsible for developing the business by leading the team of accountant, through our partners and maintaining long term relationships with them.
- Conduct business reviews with accounts and identify business opportunities and business relationships which result in the achievement of increased revenue, profitability and market share
- Maintain accurate records of all sales and prospecting activities including: Closed sales, Follow-up activities, Sales expense report, Account management report, oversee deadlines.
- Review tax returns for all direct and indirect taxes (Corporate income tax) ensure timely filing and payment of all.
- Monitoring & update tax changes and update the team knowledge over tax regulation and changes in the tax legislation and accounting treatments associated with any change, assist in early adaptation of changes in regulation through multiple systems affected in coordination with the technical teams involved.
- ensuring the timely filing of all tax returns across all jurisdictions.
- work closely with internal and external auditors during financial and operational audits.
- Recruit, train, motivate and evaluate team to ensure that the department has the necessary skill base, and Develop staff by managing performance, setting goals, providing ongoing training, and maintaining strong employee relationships.

**Accountant Philadelphia For General Supplies, Oct 2004 – Mar 2017
Amman, Jordan**

(Philadelphia is the leader in sponsoring many world's largest electronic & lighting products)

- Oversee and manage the general accounting functions, including, but not limited to: accounts payable, accounts receivable, general ledger, fixed assets, bank and cash.
- Prepare, review, and analyze financial statements to ensure accuracy and completeness.
- Oversee all day-to-day accounting processes and personnel.
- Develop and report audit findings/ weaknesses and make recommendations for correcting unsatisfactory conditions, improve operations and reduce cost.
- Possess knowledge of the business process, policies and procedures to understand the operating cycle and analyze the risk areas.
- Accountable of the payroll processing cycle.
- Provide assistance to the Senior Accountant/ Chief Accountant / Credit Controller during annual audit processes, quarterly forecasting, annual budget and the monthly management reporting.

Accountant Al-Tawahain Bakery And Sweets(Assahl Alkhdar), Amman, Jordan Jan 2001 – Apr 2004

(Assahl Alkhdar is the pioneer in manufacturing sweets in Jordan)

- Comply with company policies and procedures at all times & Consolidate, analyze and challenge tax report inputs as appropriate.
- Verify, allocate, post and reconcile accounts payable and receivable & Analyze financial information and summarize financial status
- Prepare financial statements and produce budget according to schedule
- Support month-end and year-end close process & Prepare tax documents
- Perform the day to day processing of accounts transactions to ensure that company finances are maintained in an effective, up to date and accurate manner.
- Managing the processing of cash receipts, recording of revenue and receivable . Review expense coding to ensure compliance on a monthly basis.
- Process Invoices, Debit Memos to invoice or re-invoice for any adjustment on restocking fees, currency issues, transferring commissions/fees, correction to original invoice.

EDUCATION & PROFESSIONAL DEVELOPMENT

- **Al Neelain University, Bachelor of accounting (2001-2003)**
- **Al- Balqa' Applied University (BAU) , Diploma of accounting (1998 – 2000)**

Certifications

- JCPA Certificate - al Sareh training and consultation

Technical Skills

- Presentation Skills
- Microsoft Office (Advanced in Excel)
- Hands-on experience in Oracle

Soft Skills

- Leadership & Teamwork
- Courage & Resilience
- Negotiating & Adaptability
- Comfortable working in a challenging environment
- Strong communication (Written and Verbal) and inter-personal skills
- Problem Solving & Decision Making