

Mohannad Abu Diab

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Date of Birth : 02/10/1979

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Career Objective

Seeking a position of Finance Manager where I can apply my acquired skills pertinent to problem resolution and critical analysis of financial matters.

Experience Summary

More than 16 years of advanced experience in:

- Providing and interpreting financial information.
- Monitoring and interpreting cash flows.
- Developing financial management mechanisms that minimize procedures.
- Conducting reviews and evaluations for cost-reduction opportunities.

Professional Experience

Al Majara for Energy Projects / Sada Al Nugum Company for Trading , Contracting and Oil Services Ltd. **Jordan/Iraq**

(www.snmecc.com)

Finance Manager

November 2018 – Present

Reporting directly to the General Manager with the following responsibilities:

- Financial Planning, Budgeting, Financial Forecasting.
- Variance analysis.
- **Working on Petroleum project accounts. Rehabilitate Akas gas power station project & Al –Qaim 400 K.V.Station at the amount of 82,600,000 USD.**
- Analyze financial statements.
- Cash flow management.
- Working capital comparisons.
- Capital budgeting.
- Perform Accounting consultation.
- Prepare financial analysis for the annual reports.
- Manage cost center.
- Monitor & review all accounting transactions.
- Approve reconciliations related to receivables, payables and banks.
- Approve social security and tax reports.
- Prepare employee salaries.
- Monitor cash flows.

Reporting directly to the General Manager with the following responsibilities:

- *Manage accounting of three sister companies.*
- *Supervise three employees.*
- *Analyze financial statements.*
- *Cash flow management.*
- *Working capital monthly comparisons.*
- *Capital budgeting.*
- *Perform Accounting consultation.*
- *Prepare financial analysis for the annual reports.*
- *Manage cost center.*
- *Monitor & review all accounting transactions.*
- *Approve reconciliations related to receivables, payables and banks.*
- *Approve social security and tax reports.*
- *Prepare employee salaries.*
- *Monitor cash flows.*

- *Reconciliation of banks, vendors and customers accounts.*
- *Prepared tax and social security reports.*
- *Prepared monthly financial reports.*
- *Prepared employee salaries.*
- *Prepared bank transfers and Letters of credit.*
- *Prepared all accounting transactions using Great Plains.*
- *Performed revenues and expenses adjustments to fix errors.*
- *Performed inventory-costing.*
- *Organized and maintained financial records.*
- *Managed Purchase Orders.*
- *Managed cash.*
- *Issued invoices to customers.*
- *Handled Payables and Receivables.*
 - *Prepared employment agreements*

Near East Equipment Co. (Komatsu)**Jordan****(www.neec.com.jo)****Accountant****April 2004 – Sep. 2006**

- Costing orders & imported goods.
- Performed inventory counting.
- Journalized accounts transaction into the system.
- Followed up with promissory notes, due and late payments.
- Prepared payments to suppliers.
- Reconciliation of banks, vendors and customers accounts.
- Prepared sales tax declarations.

Eastern International Cargo Clearance Co.**Jordan****(www.eastern.com.jo)****Accountant****Nov. 2002 – April 2004**

- Journalized accounts transaction into the system.
- Reconciliation of banks, vendors and customers accounts.
- Corrected errors by posting adjusting journal entries.
- Cash Custody.
- Reviewed airway bills.
- Responsible for prepaid and accrued expenses.
- Prepared fixed asset depreciation.
- Assisted with the monthly close procedures.
- Assisted with preparation of external audits.

Education**Bachelor Degree of Accounting****July 2001****Al-Mousel University – Iraq****High school diploma****July 1997****Al-Qabsi School – Jordan****Training****Ibrahim Hamdan –Accounting Consultation Office****Jordan****Accountant Trainee****Sep. 2001 – Aug. 2002**

- Learned how to deal with financial statements (Balance Sheet, Cash flow, Income statement).
- Reviewed and examined client's statements of accounts and their related Journal entries.
- Worked with the fundamentals of salaries and their related elements.

CMA candidate at International Group Consultation Academy**Languages**

- Very good commands of English language in reading, writing and speaking.
- Very good commands of Turkish language speaking.
- Arabic Language, mother tongue.