**Sulaiman Abdulaziz Al Hawamdeh C.V**



***Senior***

***& Acting Accounting Manager (G 9)***

**Accounting Systems**

**SAP**

**ERP**

**PBS**

**SQL**

**More than 11 years’ experience in financial functions in all sections**

**(AP, AR, GL, MC, IC, FA, Banks, Inventory, planning, budgeting, forecasting, reporting & FS Reports……..Its.) In FMCG, Retails, Wholesales (Electronics Devices), agricultural (Poultry) & Industrial (Dairy) companies in JOR, IRQ & GCC to Lead and manage the accounting department, define, develop and implement plans, policies and procedures that meet the needs of the business.**

**Personal information:**

Date of birth: 28/12/1983

Place of birth: Jeddah-Kingdom of Saudi Arabia

Marital status: Married

Nationality: Jordanian

Address: Iraq-Kurdistan Region (Erbil City-Italian Village 1-Villa 176)

E-mail: sulaimanalh@yahoo.com

Mobile: +964 (0) 7508322697

**Education:**

***B.Sc. Accounting***

2003-2006 Muatah University / Jordan- Al Karak City

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**WORK EXPERIENCE:**

**(03 May. 2015 – Till Now) ** 

* Current position : Senior & Acting Accounting Manager (**G9**)
* Company Nam : Al Safi Danone Iraq Co. LLC
* Accounting Program: **SAP** system
* Preferred Locations: Jordan, GCC & Iraq
* Reporting to: Finance Manager

**Main Responsibilities as Senior Accountant:**

* AR management (follow up the A/C with customer, sales invoices, collection as contract, Debit & Credit notes, Reconciliation) finally get the balance confirmation.
* Inventory Controller (calculating MC for raw materials, packaging materials, local sales & trade sales products) finally to provide management MC & Sales Report on monthly bases.
* Bank management (follow up the A/Cs’ of company, incoming & outgoings payments, reconciliations thin finally provide the balances for cash flow management).
* Fixed Asset management (starting from WBS & asset master data creation up to run depreciation and issue the reports.
* Monthly closing management (prepare all requirements of P&L, BS and reports).
* FS: - prepare monthly P&L, BS, OFCF, Sales report/SKU and any report need.

**(01 Oct. 2011 – 30 Apr.2015)   **

* Position: Accounting In Charge (**G10**)
* Company Name: Modern Electronics Iraq C0. Ltd SONY
* Accounting Program: **SAP** system
* Preferred Locations: Jordan, GCC & Iraq
* Reporting to: Finance Manager

**Main Responsibilities as Accounting In Charge:**

* AP: book all entries (Invoices, DN, CN, Payments, Reconciliation & Reports).
* AR: book all entries (RV, DN, CN, Payments, Reconciliation & Reports).
* GL: book all entries (Daily Expenses, DN, CN, Breakup, Reconciliation & Reports).
* Banks: book all entries (CHQ Payments, Deposits, Transfers, LC, Loans, Reconciliation & Reports)
* Assets: book all entries (Capitalize Assets as Co. Procedure & Reports).
* Closing: Make monthly closing for financial period.
* F.S: Make break down for BS after month closing.

**(11 Jul. 2010 – 31 Oct.2010) **

* Position: Senior Accountant
* Company Name: Arab Regional Co. For Technology & Telecommunications
* Accounting Program: **PBS** system
* Preferred Locations: Jordan, GCC & Iraq
* Reporting to: Owners

**Main Responsibilities as Senior Accountant:**

* AP: book all entries (Invoices, DN, CN, Payments, Reconciliation & Reports).
* AR: book all entries (RV, DN, CN, Payments, Reconciliation & Reports).
* GL: book all entries (Daily Expenses, DN, CN, Breakup, Reconciliation & Reports).
* Banks: book all entries (CHQ Payments, Deposits, Transfers, LC, Loans, Reconciliation & Reports)
* Assets: book all entries (Capitalize Assets as Co. Procedure & Reports).
* Closing: Make monthly closing for financial period.
* F.S: Prepare monthly full report to owners include (Cash Flow, Revenue, Loans, AP,

Inventory Purchase, PDC, CAPEX, OPEX, P&L).

**(01 Jan. 2008 – 11 Jul.2010)  **

* Position: Senior Accountant
* Company Name: Al Janoup Poultry Co.
* Accounting Program: **ERP(ORACLE)** system
* Preferred Locations: Jordan, GCC & Iraq
* Reporting to: Finance Manager

**Main Responsibilities as Senior Accountant:**

* AP: - book all entries (Invoices, DN, CN, Payments, Reconciliation & Reports).
* AR: - book all entries (RV, DN, CN, Payments, Reconciliation & Reports).
* GL: - book all entries (Daily Expenses, DN, CN, Breakup, Reconciliation & Reports).
* Banks: - book all entries (CHQ Payments, Deposits, Transfers, LC, Loans, Reconciliation &Reports)
* Assets: - book all entries (Capitalize Assets as Co. Procedure & Reports).

**(01 Jan. 2010 - 10 Jul.2010) **

* Position: Senior Accountant
* Company Name: Al Janub Poultry Co. & Al Jazeera Agricultural Co.
* Accounting Program: **ERP(ORACLE)** system

**Main Responsibilities as Senior Accountant:**

* Continue tasks of accounts for (Al Janub Poultry Co.).
* Receive most of the functions of accounts (factory fodder).
* Record all purchase invoices for the local raw materials to the warehouse system.
* Convert raw materials into a material ready to feed warehouse system through the reports of production.
* Periodic inventory of raw materials with the secretary of the warehouse.
* Monthly reconciliation of balances with suppliers of raw materials.
* Prepare all kind of Report that required from the top management upon the time of

requirement.

* Give all the support needed to the accountant Staff on the Holding company (AMC).

**(08 Jul. 2007 – 30 Dec.2007) **

* Position: HR functional consultant
* Company Name: MENAITECH Co.
* Accounting Program: **SQL** system

**Main Responsibilities as Senior Accountant:**

* Download System of HR and payroll on a computer company.
* Give the client company staff training on a system of human resources and payroll.
* Service delivery to the customer through the field visit or team viewer.

**(19 Feb. 2007 - 01 Jul. 2007) **

**Cashier at Safeway Mall *TSC*.**

**Skills and Characteristics:**

* AP Management: book entries, reconciliation, reports, payments transactions.
* AR Management: book entries, reconciliation, reports, RV transactions.
* GL Management: book entries, reconciliation, reports, breakup transactions.
* FA Management: book entries, depreciation, reports transactions.
* SAP system: use all section on SAP (AP, AR, GL, Assets, and treasury screens).
* ERP system: use all section on ERP (AP, AR, GL, Assets, and treasury screens).
* PBS system: use all section on SAP (AP, AR, GL, Assets, and treasury screens).

**Training Course:**

* Leadership certificate from Franklin Covey
* Prepare & analysis financial statements in Al-Majoude center for auditing.
* Training in Al-Riyadh for Auditing and Consulting taxation Co.
* ICDL course In Organization of Occupational Training.
* Course of finance Broker in (finance broker, fundamental & technical Analysis) In Sara Co.
* Business writing course.
* English course.

**Language:**

* Arabic: mother tongue.
* English: good command Reading, writing and conversation.

**Other**

* Own a Valid Driving License