**Jafar Elayyan**

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| Objective | As a Hard worker, Experienced financial and Ambitious young, Am looking for a long-term opportunity with a growing company within the business community. I wish to utilize my education, professional experience and management skills in a way that would be advantageous for my employer and me. | |
| Personal Information  Experience  3-2021 / Present  10-2015 / 2-2021  12-2014 / 9-2015  4-2013 / 9-2014  6-2009 / 3-2013  7-2007 / 5-2009 | Name: **Jafar Ali Elayyan**  Date of birth**: 18/08/1984**  Nationality**: 1. Jordanian , 2. Iraqi.**  Telephone (IRAQ) **: 00964-78-01328349**  E-mail**:** [**Ja3far18@hotmail.com**](mailto:Ja3far18@hotmail.com)      ***Biolab Iraq*** *Baghdad, Iraq*  **Finance Manager**  **Company Industry: Health & Laboratory.**   * Establishing Accounting & Financing Systems. * Manage and oversee the daily operations of the accounting department. * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, reconciliations, fixed asset activity, debt activity, Etc. * Monitor and analyze accounting data and produce financial reports or statements. * Coordinate and complete annual audits. * Booking & verify the accuracy of accounting in System for Head office & all Branches. * Post journal entries in System to ensure accounts are up to date. * Preparing monthly GL balance sheet reconciliation. * Preparing & monitoring monthly accruals & make the necessary adjusting entries at the EOM. * Reviewing monthly Cost Center & project Reports. * Identify reasons for variances and control cost by proper follow up. * Assets are controlled and all exposures are insured. * Prepare Monthly Bank Reconciliation. * Annual budgets, Internal and external audit. * Perform self-audits and test checks on bills and sales reports. * Document all exercises undertaken to test internal controls. * Prepare cash flow. * TAX’s – Staff Income Tax, Company Income Tax, Sales Tax, if any. * Social Security. * Bank Relations.   ***Qatar Airways*** *Baghdad, Iraq*    **Finance Supervisor, Finance in Charge**  **Company Industry: Airline.**   * Manage and oversee the daily operations of the accounting department. * Process month and end year process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, reconciliations, fixed asset activity, debt activity, Etc. * Monitor and analyze accounting data and produce financial reports or statements. * Coordinate and complete annual audits. * Booking & verify the accuracy of accounting in Oracle to ensure correct posting for Baghdad, Najaf and Basra stations. * Post journal entries in Oracle to ensure accounts are up to date. * Preparing monthly GL balance sheet reconciliation. * Preparing & monitoring monthly accruals & make the necessary adjusting entries at the EOM. * Reviewing monthly Cost Center & Calenderized Reports. * Identify reasons for variances and control cost by proper follow up. * Assets are controlled and all exposures are insured. * Adherence to company policies & IAPs. * Review analysis sheets for DOC invoices & ensure a QBIT rate is up-to-date & rates billed are as per contract. * Prepare Monthly Bank Reconciliation. * Annual budgets, Internal and external audit. * Perform self-audits and test checks on bills and sales reports. * Document all exercises undertaken to test internal controls. * Prepare outstation cash flow. * TAX’s – Staff Income Tax, Company Income Tax, Sales Tax. * Social Security. * Bank Relations .       ***Mindshare Meddle East & North Africa*** *Amman, Jordan*  ***(MENA)***  **Chief Accountant**  **Company Industry: Marketing & Advertising.**   * Responsible for day to day finance and accounts operations. * Prepare regular reports including Monthly Management reports. * Ensure timely processing of accounts payable. * Prepare the trail balance and make the final closing entries and accounts settlement. * Manage preparation of Income statement and balance sheet. * Preparing bank reconciliation and All General Ledger Items. * Budgeting. * In charge of SOX compliance and testing reports, due to WPP (a U.S. Corp).   Requirement for internal control and SEC requirement for accounting policies and procedures.   * Cost and Revenues Analysis.   ***Nefertiti Travel & Tourism***  *Baghdad, Iraq*  **General Sales Agent (GSA) for Qatar Airways**  **Three Branches Bagdad, Najaf & Basra**  **Chief Accountant**  **Company Industry: Travel & Tourism.**   * Controlling and managing all the ticketing, travelling and tourism accounting in Baghdad, Basra and Najaf branches in Iraq. * Control cash monthly turnover around 2 million USD. * Training Accountants & Cashiers for any new Qatar Airways Stations in Iraq. * Set Up Accounting System for any New Qatar Airways Station in Iraq. * Prepare the Statement of account for Qatar airways fortnightly including all debit and credit notes and follow up the due remittance. * Prepare and built the chart of accounts for the company. * Responsible for day to day finance and accounts operations. * Verify all entries passed into the system. * Check all financial reports prepared. * Prepare regular reports including Monthly Management reports. * Ensure timely processing of accounts payable. * Process month end entries.. * Manage preparation of profit & loss statement and balance sheet*.* * Preparing Budgets & Compare with the Actual Results to Know the Reasons of the variance if there and the way to solve it. * Preparing bank reconciliation and All General Ledger Items. * Maintain the Fixed Asset Register, acquisitions, disposals and depreciation. * Preparing Payrolls & Employee Contracts. * Created the workflow cycle for purchases, payments and petty cash.   ***Almco Group Of Companies*** *Baghdad, Iraq*  **[Senior Accountant / Cost Controller](http://www.linkedin.com/search?search=&title=Senior+Accountant+%2F+Cost+Controller&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title" \o "Find others with this title)**  **Company Industry:** Construction & Engineering ,Life Support ,Operations & Maintenance     * Preparing necessary vouchers. * Bank reconciliation. * Prepare all the Management Reports for the Construction Division, * Prepare the Profitability Reports for all projects, * Responsible for Construction Division Budget preparation and cost control, * Responsible for head office Budget preparation and cost control, * Responsible for cost and budget reporting/analysis, * Responsible for office cost allocation, * Responsible For reviewing and reconciling any financial data received from JVs, * Analyzing and reporting for all the financial data from the related parties, * Preparing and analyzing company cash flow forecast, * Analysis actual spent YTD from the budget, update Latest Estimates and communicate actual spend with management Team in monthly basis, * Extended variance analysis through adding detailed technical reasons for such variances, * Controls inter-company balance confirmations, * Preparing depreciation statements. * Preparing financial statements. * Costing of purchasing orders. * Prepare reconciliation statements for all balance sheet items and revenue items.   *.*  ***Protech Company***  *Amman, Jordan*  **Accountant**  **Company Industry:** Manufacturing and Production   * Preparing necessary vouchers. * Bank reconciliation. * Preparation of bank payment vouchers & cheques. * Preparing payrolls, statement of payrolls. * Preparing sales tax. * Preparing depreciation statements. * Preparing social security forms. * Preparing Bank guarantees. * Preparing income tax. * Preparing financial statements. * Preparation of regular reports cash-position reports until the completion date of the projects. * Costing of purchasing orders. * Control of inventory system. * Prepare reconciliation statements for all balance sheet items and revenue items. * Prepare daily bank summary report listing out all fund receipts, L/Cs and utilization. | |
| **Courses** | * *JCPA Course.* * *CMA Self-study.* * *ICDL (International Computer Driving License)* |
| Education  2002-2007  2002 | ***Jordan University*** *Amman, Jordan*     * **B.A. Degree in Accounting**   ***Secondary School Certificate.*** *Amman, Jordan* | |
| Languages    **Skills**  **References** | * **Arabic** (Fluent; spoken & written) * **English**(Excellent ;Spoken & written) * Excellent command in Microsoft Windows’ systems (word, excel, Power point and outlook). * Oracle ERP Accounting System. * Dolphin (Media Accounting System). * Research skills using the Internet. * Negotiation Skills. * Excellent time management. * Excellent social skills, easy environmental adaptation. * Excellent presentation and communication skills. * Team Player. * Working under pressure. * Able to travel.   References are available upon request. | |