

**Helal Hamdi Murad**

**PERSONAL INFORMATIONS:**

Nationality: Jordanian

Phone: +962-788 780 027

DOB: 30/12/1993

Address: Amman, Jordan

Gender: Male

Marital Status: Married

E-mail: [helalmurad93@gmail.com](mailto:helalmurad93@gmail.com)

**CAREER OBJECTIVE:**

* Seeking for challenges, and new experience to expand my horizons.
* Looking to be part of a team in growing company.
* Looking for a position in well reputable firm, where I can utilize my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this dynamic industry.

**EDUCATIONAL QUALIFICATIONS:**

* + - * Bachelor’s Degree

In Accounting from Al-Balqa' applied university with very good grade (2011/2015)

* + - * High School Certificate

Al-Hussein College, Jordan-Amman (2009 - 2010)

**CERTIFICATES:**

* + - * Training course for CMA

At Advanced knowledge Academy.

* + - * Cash flow course

Al-Balqa' applied university, Consultations studies and training center (CSTC).

* + - * Leadership project

Injaz center, USAID

* + - * English Language course

At Yarmouk cultural center, from (23/7/2016) to (24/8/2016), at level Nine “Upper Intermediate” with 81% grade.

* + - * Art of Dialogue and Communication Strength course

At AlQasr Touristic Investment Co. (ATICO FAKHRELDIN GROUP).

**EXPERIENCE:**

* Assistant Cost Controller at AlQasr Touristic Investment Co.

(ATICO FAKHRELDIN GROUP).

From 1 Oct 2018 till Date.

* Income Auditor at AlQasr Touristic Investment Co. (ATICOFAKHRELDIN GROUP).

(ATICO FAKHRELDIN GROUP).

From 20 Nov 2016 To 30 Sep 2018.

* Auditor at (TSD "Audit.Tax.Advisory" MAZARS) The Standard for Auditing.

From 16 Jan 2016 To 15 Nov 2016.

* I develop my knowledge through work with key clients in Jordan as:
* Shami eyes center.
* Dimlaj Investment Group (Jordan).
* Dimlaj Industrial Group (Jordan).
* Abu Shaqra trading company.
* Sadafco Jordan for Foodstuff.
* Steulerkchgmbh (Jordan).
* Quality Logistics Co.
* Westerya trading Co.
* Al Meqyas Medical Supplies Co.
* Superior Printing Supplies Co.
* Trainee in finance department at Abu-ghazaleh Intellectual property (AGIP).
* Customer Service at moon valley for mobiles services (Dec 2011 – Jun 2015).

**RESPONSIBILITIES:**

* Responsible to meet accounting closure deadlines.
* Preparing & analyzing the financial Statements with doing the necessary acts for having a final Financial Statement.
* Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions.

External Audit

* Researching, preparing, analyzing, and compiling financial data for various clients.
* Obtaining an understanding of the company's internal controls and applying auditing procedures.
* Support the senior staff to review client’s internal controls & procedures.
* Inventory / Fixed Assets Physical Count.
* Costing.
* Test of details for various accounts such as Expenses, Purchases (Payables), Sales (Receivables), Prepayments, Accruals, loans...
* Bank reconciliation.
* Preparation of Balance Sheet and Income Statement & related FS notes.
* Determine internal audit scope and develop annual plans.
* Perform tests of internal controls to ensure effectiveness.
* Perform substantive testing of account balances to determine reasonableness.
* Prepare and present to management reports on audit findings, which might include material misstatements of financial information or severe control deficiencies, and provide recommendations on improving these shortcomings in the future.

Internal Audit

* Perform and control the full audit cycle including risk management and control management over operations effectiveness, financial reliability and compliance with all applicable directives and regulations.
* Obtain analysis and evaluate accounting documentation, previous reports, data, and flowcharts.
* Document process and prepare audit findings memorandum.
* Prepare internal audit reports.

Income Audit

* Verify and reconcile all revenue centers, as reported in the Income Journal daily.
* Check that revenue and adjustment posting for the day are correctly posted using the right revenue and adjustment code and authorized by the branch Managers.
* Balance all work from Food & Beverage, Spa and retail outlets of the Hotel.
* Prepare and distribute a Daily Business Report of the day’s revenue.
* Prepare daily management review package.
* Prepare a spreadsheet to show the balancing of all interface account.

Cost Control

* Control of food and beverage outlets in terms of waste, theft and efficiency.
* Prepare food and beverage variance analysis and communicate with relevant parties.
* Check and verify all free sales in POS systems.
* Check and check all staff meals and staff reductions.
* Check the cost of sales at all food and beverage outlets and make sure the costs are within budget.
* Check the list prices on the POS systems and make sure that the prices are correct.
* Check the courtesy and confirm that all are approved.
* Continually study weaknesses in the F & B control implemented at the hotel and make suggestions for improvements.
* Responsible for linking articles and recipes in material control.
* Responsible for monthly F & B report and distribution to management.
* Responsible for sudden checking at all food and beverage outlets.
* Prepare daily and monthly cost reports section for sales cost.
* Prepare a daily meal cost report for employees.
* Participate in taking stocks in restaurants.
* Check immediately from the Receiving section to check the balances and check the quality.
* Check and make sure no materials are released from the store without the request or approval of the head of the department concerned.
* Check and make sure all menu items have a recipe.
* Coordinate with Restaurant Management and Finance to sort issues related to F & B.
* Update the selling prices in POS according to instructions from authorized persons.
* Maintain the security of information maintained by the Department.
* Responsible for maintaining price list systems, depreciation and POS.
* Spot check on the receiving department to ensure that the scales are correct and goods are checked for quality.

**COMPUTER SKILLS:**

* + - * Microsoft Windows.
      * Professional use of Microsoft office excel, world...
      * Point of sales system (POS).
      * Sky Horizon® Flashback Accounting System.
      * Sky Horizon® Food & Beverage Materials System.
      * Alpha Accounting system.
      * Al-Taqwa Accounting system.

**OTHER SKILLS AND QUALIFICATIONS:**

* + - * Quick Learning skill with adaptability.
      * Open to feedback.
      * Good communication skill.
      * Team player.
      * Smart and Loyal.
* Improved personality, having dealt with experts and team members.
* Self-motivated, implemented decisions and set valuable priorities to achieve both urgent and durable goals.
* Can handle working under pressure and limited time.
* Thinking strategically and analytically.

**LANGUAGES:**

* Arabic: Native Language.
* English: Very Good.