

# Ahmad Omar Hardan



## Contact

### Address:

Amman - Jordan

### Phone:

00962786334748 - Jordan

### Email:

[ahmad-al7rdan@hotmail.com](mailto:ahmad-al7rdan@hotmail.com)

**Marital Status:** Single

**Salary Expectation:** Not

Specified / Negotiable

## Languages

Arabic & English: Fluently

## Skill Highlights

- Leadership, coordination, planing and organising skills.
- Strong negotiaton, interpersonal and communication skills.
- Excellent accounting, analytical, management and administrative skills.
- Advanced skills in the use of accounting, finance and administration systems.
- V. good PC and M/S.

## Summary:

I am an experienced and qualified Accountant with 6+ years of experience of working in busy accountancy environments. Through my experience I have become a confident communicator who is happy to work directly with individual clients and equally comfortable delivering reports to a boardroom. After 2019 I obtained, PhD in accounting and became a certified international trainer.

## Experience:

**Jun. 2014 to 2019** Accountant - Work and Experience / Al-Hardan Construction Company- Jordan.

- Supervising all accounting operations and responsibilities.
- Perform month-end accounting activities such as reconciliations and journal entries.
- Complete assigned accounting tasks within deadlines.
- Generate financial reports and statements to Managers for review.
- Monitor expenditures, analyze revenues and determine budget variances and report the same to management.
- Assist in budget preparation and expense management activities for assigned accounts.
- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Monitor and record financial transactions according to company policies and regulations.
- Review and recommend changes to existing accounting procedures.
- Maintains general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, and cost.
- Property, and operating expenses, and insurance records.
- Prepares statements and reports of estimated future costs and revenues.
- Review of accounting and administrative controls.

**Sep. 2011 – Oct. 2013** Accountant -Work and Experience / Zuhdi and wajah kanaan Contracting Company- Jordan.

- Responsible for the accounting operations of the company
- Communicate routinely with Project Managers on a variety of job-related topics including bonding, insurance and contract agreements.
- Participate in the formation and implementation of company financial plans.
- Preparation of all monthly financial reports.
- Work with outside accounting/financial firms on monthly close-out procedures.
- Provide reporting and budgeting as required by Senior Management.
- Manage company and project cash flow
- Supervise accounts payable and accounts receivable staff and functions.

**Feb. 2012- May.2012** Accountant – Training / Zajil Net International Technology Company W.L.L – Jordan

- At this job, I worked and got training in the below points:
- Preparing Monthly Employee salaries.
- Dealing and handling petty cash, cash inflow and outflow and local expenses.
- Dealing and handling local purchasing orders.
- Preparing Monthly bank reconciliation.
- Creating and posting daily accounting entries.
- Dealing with accounts Receivable and Accounts Payable.
- Monthly closing process and reconciliation of general ledger accounts.

## **Education:**

---

**Doctor of philosophy - Accounting** University Malaysia Terengganu – Malaysia / **2019**

**Master of Accounting** - Zarqa University – Jordan / **2014**

**Bachelor's in Accounting Information Systems-** Balqa Applied University – Jordan / **2011**

**Diploma in Financial Management** / International Business Management Institute | IBMI (Online) - Germany / **2019**

## **Certifications:**

---

Certified Peer Reviewer – ELSEVIER – researcher academy- 2021.

Certified fundamentals of peer review – ELSEVIER – researcher academy- 2021.

Certificate of International Faculty Development Programme on Research- 2021.

Certified International Trainer Certificate- 2021.

Certificate in reading financial statements - Corporate Finance Institute / CFI (Online) – 2020.

Certificate in accounting fundamentals - Corporate Finance Institute / CFI (Online) – 2020.

Certificate in finance and accounting - International Business Management Institute | IBMI (Online) - Germany /2019.

Certificate in financial performance - International Business Management Institute | IBMI (Online) - Germany / 2019.

## **Conferences:**

---

International Conference on Multidisciplinary Research & Development(ICMRD-21) /Manav Knowledge City/ India, 2021.

The International Arab Conference on Quality Assurance in Higher Education /Al-Zaytoonah University/ Amman, Jordan, 2013.

The Ninth International Scientific Conference Arab economic situation and future options /Al-Zarqa University/ Zarqa, Jordan, 2013.

The International Conference on Business, Economics, Social Science & Humanities, 17 May, Kuala Lumpur, Malaysia 2016.

## **Publications:**

---

International Engineering Journal For Research & Development "Challenges And Obligations Floundering In The Jordanian Construction Sector Owing To Covid-19 Pandemic" 2021.

Cogent Economics & Finance Journal ( Taylor and Francis Scopus /ISI index) "Quality Control and Jordanian Audit Firms" (under review) 2020.

ACRN Journal of Finance and Risk Perspectives (Scopus /ISI index) "The Role of Human Capital in the Implementation of International Standard on Quality Control 1 (ISQC 1): Evidence From Jordanian Audit Firms" (under review) 2020.

International Journal of Academic Research in Accounting, Finance and Management Sciences "Does Contingency Factors Influence the Use of Management Accounting Practices in SMEs: A Theoretical Discussion?" (under review) 2020.

International Journals of Sciences and High Technologie. 2018 "Railways in Jordan: Possible Implementation in Public Transportation".

Corporate Ownership and Control Journal. 2018 "Government-Linked Banks' Performance In Jordan"

Journal of Business & Retail Management Research. 2017 "Optimal Board Size In The Jordanian Banks: Empirical Evidence Based On Accounting Performance".

International Journal of Applied Business and Economic Research (Scopus /ISI index). 2016 "Human Capital Antecedent's: The Impact Of The Implementation International Standard On Quality Control1 Isqc 1 On The Audit Firm Performance In Jordan: A Conceptual Study".

## **Membership:**

---

Commonwealth Society For Innovation & Research (CWSIR) 2021.

International Academic and Research Consortium (IARC) 2020.

Member of the Palestinian Accountants Association 2019.

## **Training Courses:**

---

Crisis And Risk Management Course- Erada International Academy-2021.

Certificate of Poleco Bootcamp Compilation- Mercy Corps organization-2021.

International Online Workshop on Consequences of Covid 19 on SMEs: Strategies for Survival -University of Sulaimani-2021.

Training Webinar On The Step By Step Guide To Write A Review Paper And Publish It- Research Graduate-2021.

Workshop of Qualitative Research - University Malaysia Terengganu – 2018.

Workshop of Quantitative Research - University Malaysia Terengganu – 2018.

Workshop of Research Methodology - University Malaysia Terengganu – 2018.

Workshop on Publication in Academic Journals - University Malaysia Terengganu – 2017.

Workshop in EndNotes - University Malaysia Terengganu – 2017.

Workshop of Mix Method Research - University Malaysia Terengganu – 2017.

Workshop of STATA analysis program - University Malaysia Terengganu – 2017.

Workshop of SMART- PLS analysis program - University Malaysia Terengganu – 2017.

Workshop how to publish in the high impact journal- University Malaysia Terengganu 2017.

Workshop in E-Accounting and Performance Seminar -University Malaysia Terengganu – 2016.

Workshop in used Baldrige System for internal audit – Al-Zaytoonah University -2013.