



CV

Sami Jamal Osheibat

CAREER OBJECTIVE

Seeking a challenging position with progressive organization, where there is an opportunity for growth and creativity.

CONTACT INFORMATION

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PERSONAL INFORMATION

- Gender: Male
- Nationality: Jordanian
- Date Of Birth: 28th Feb 1988

WORK SKILLS

- ✓ Business Ethics, Telephone Skills And Dress Code.
- ✓ Team work
- ✓ Work under pressure
- ✓ Office work
- ✓ Self- Motivated
- ✓ Hardworking.

COMPUTER SKILLS

- ✓ MS Word, MS Excel, MS Works.
- ✓ Microsoft **GP** Dynamics
- ✓ ERP System
- ✓ Microsoft **AX** Dynamics
- ✓ ERP System

EDUCATION

-Master Degree

In Finance , Average (Excellent)
Arab Amman University - 2020

-Bachelor Degree

In Finance & Banking , Average (Very Good)
Mu'tah University - 2010

EXPERIENCE

-Accountant

May 2018 - Present

Jordan Bromine Company Limited PFZ (Albemarle Corporation)

Responsibilities

- Follow up AP issues.
- Posting payments for vendors.
- Post Payables Transaction into system.
- Check coming Invoices.
- Travel Expenses Follow up.
- Petty Cash Custodian.
- Reconcile accounts payable transactions.
- Maintain listing of accounts payable.
- Maintain the general ledger.
- Correspond with vendors and respond to inquiries.
- Post row material and spare parts receiving voucher and inventory Transactions from warehouse as per our inventory policies & procedures.
- Coordinate with IT department for system issues, development such as Purchasing, accounts payable, accounts receivable, import/export IT Receiving.
- Assign tag numbers to fixed assets.
- Preparing weekly and monthly Performance Reports for company's Departments.
- Follow up on all purchases and all the expenses of the factory.
- Preparing (Advance report, Due payable report).

TRAINING COURSES

- JCPA Training Course
- Advanced Excel
- Time & Stress Management
- Financial Lists Analysis online Course, 2020.
- Internal Audit online Course, 2020.

PERSONAL SKILLS

- ✓Time management
- ✓Fast work
- ✓Productivity
- ✓Communication Skills
- ✓Creativity
- ✓Leadership
- ✓Flexibility
- ✓Responsibility.

LANGUAGES

- Arabic: Native (tongue language)
- English :Excellent (speaking, reading and writing)

REFERENCE

Available upon Request.

-Accountant

May 2012 – 2018

Jordan Bromine Company Limited PFZ (Albemarle Corporation)

Responsibilities:-

I:- Account payable

- Receive and verify invoices and requisitions for goods and services.
- Verify that transactions comply with financial policies and procedures.
- Prepare batches of invoices for data entry.
- Data enter invoices for payment.
- Process backup reports after data entry.
- Manage the weekly cheque run.
- Record all cheques.
- Prepare vendor cheques for mailing.
- Prepare manual cheques as and when required.
- Maintain listing of accounts payable.
- Maintain the general ledger.
- Maintain updated vendor files and file numbers.
- Print and distribute monthly financial reports.
- Petty Cash Custodian.
- Reconcile accounts payable transactions.
- Correspond with vendors and respond to inquiries

II:- Inventory

- Receive raw material and spare parts receiving voucher and inventory Transactions from warehouse & prepare it as per our inventory policies And procedures.
- Coordinate with IT department for system issues, development such as Purchasing, accounts payable, accounts receivable, import/export IT Receiving.
- Assign tag numbers to fixed assets.
- Preparing weekly and monthly Performance Reports for company's Department Preparing: (Advance report, Due payable report).
- Follow up on all purchases and all the expenses of the factory.
- Recording bank transactions and preparing the bank reconciliations.
- Preparing adjusting and closing entries on monthly basis.
- Daily Journal entries and day to day petty cash transactions.