

# Qais Eyad Bataineh

## Accountant



## Objective

Motivated and detail-oriented accounting professional seeking an Accountant position to apply strong analytical, organizational, and financial reporting skills. Committed to maintaining accurate records, ensuring compliance with accounting standards, and supporting overall financial operations to contribute to business efficiency and growth.

Qais.qais.qais.qb@gmail.com

0547560334  
28/04/1993  
Jordainian

## Experience

July 2019- Present , Kingdom Of Saudi Arabia \_ Riyadh

### ▪ Accountant

*Meraas International Investment Company*

- Processed of vendor invoices with accuracy and in compliance with company policies and procedures
- Ensured timely payments by preparing weekly payment runs via bank transfers and checks
- Reconciled vendor statements and resolved invoice discrepancies through proactive communication
- Maintained accurate records of all accounts payable transactions in the system
- Collaborated with procurement and receiving departments to match purchase orders, receipts, and invoices
- Monitored AP aging reports and followed up on outstanding balances to maintain healthy cash flow
- Supported month-end and year-end closing by preparing AP accruals and reconciliations
- Handled employee expense reimbursements and ensured compliance with internal travel and expense policies
- Assisted in external audits by providing required documentation and analysis
- Performed daily and monthly bank reconciliations, identifying discrepancies and ensuring accurate cash position reporting
- Recorded and tracked Payment Certificates (PCs) for both subcontractors and clients, ensuring alignment with project milestones and contract terms
- Coordinated with banks to assist in opening Letters of Credit (LCs) for suppliers, ensuring timely and accurate documentation submission

July 2017- November 2018 , IRBID \_ JORDAN

### ▪ Accountant

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- Trained, hired and mentored bookkeepers ensuring adherence to sound accounting practices
- Monitored spending versus return and initiated strict cost containment approaches
- Improved relationships between vendors by streamlining accounts payable processes
- Completed account reconciliations and analyzed critical balance sheet accounts
- Served as liaison between management and clients to resolve problems

## **Education**

*October 2012 - November 2017*

, IRBID \_ JORDAN

### **Bachelor**

*JADARA UNIVERSITY*

## **Skills**

- Teamwork
- Problem-Solving
- Customer service
- Sales
- Leadership
- Public speaking
- Handling conflict
- Mentoring
- Organizational skills
- Time management
- Adaptability
- Microsoft Excel
- Attention to detail

## **Languages**

**ENGLISH**  
Intermediate

**ARABIC**  
fluently