



Munir Mohammad Odeh

Address: Amman-
Jordan.

chief Accountant

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Personal Information:

- *Date of birth : 15/7/1983*
- *Nationality : Jordanian*
- *Marital Status : Married*

PERSONAL CHARACTERISTICS

I am knowledgeable and responsible, I can manage my time and resources in a professional way, I am committed to my work, and always looking to gain new experiences.

EDUCATION

*Bachelor degree in Accounting, Al-Zaytoonah University of Jordan -. Amman-Jordan
2014*

COMPUTER LITRACY & COURSES:

- *MS Windows (XP, 2000,98)*
- *Excellent Using MS Office Applications (2003, XP)*
- *Work on ERP system (trio365)*

WORK EXPERIENCE

chief Accountant at Petra Scientific Technologies L.L.C. (15/06/2014- Until now

Reviewing daily, weekly and monthly reports as well as preparing Profit & Loss Statement, Balance Sheet, Trial Balance and Bank Reconciliations.

Preparing and reviewing budget, revenue, expense and payroll entries, invoices, and other accounting documents.

Managing and following-up on banking transactions. Ensuring that financial records are prepared in compliance with the accepted accounting principles and assuring financial reporting deadlines are met. Executing any other tasks and responsibilities assigned by Management

Follow up on accounts receivable, accounts payable

Accountant at Ketab technologies L.L.C (01/10/2005-15/7/2013).

Reviewing daily, weekly and monthly reports as well as preparing Profit & Loss Statement, Balance Sheet, Trial Balance and Bank Reconciliations.

Preparing and reviewing budget, revenue, expense and payroll entries, invoices, and other accounting documents.

Managing and following-up on banking transactions.

Ensuring that financial records are prepared in compliance with the accepted accounting principles and assuring financial reporting deadlines are met.

Executing any other tasks and responsibilities assigned by Management

Coordinate and prepare Profit and Loss and Balance Sheet financial

Monitor and investigate the input of bank statement data.

Review of accounts payable monthly inventory reconciliations.

Review of accounts payable.

Cachier at Al sadhan Trading Company (2007-2008)

Receiving customers well and meeting their requirements.

Receive customer requests and register them on the cashier.

Maintaining the fixed tenure of the restaurant.

Maintain proper account reconciliation

Maintaining the cleanliness and arrangement of the place responsible for it.

what about you?

Accountant Assistatanat international traders (15/01/2006- 30/09/2007) Amman-Jordan.

performs the daily accounting tasks that will support our financial team. We assist the account manager for expense and payment reports, enter financial transactions into our internal databases and reconcile invoices

Cachier at Savway. (2005-2006)

. Receiving customers well and meeting their requirements.

Receive customer requests and register them on the cashier.

Maintaining the fixed tenure of the restaurant.

Maintain proper account reconciliation

Maintaining the cleanliness and arrangement of the place responsible for it.

what about you?

Courses

- *Nizar Abanda Academy, mintality of the hero*
- *The Amman Chamber Of Commerce Training Academy , Managing Receivables And Collecting Non-performing Debts*

Languages:

- *Arabic: Mother tongue*
- *English: Fluent*

References and Certificates are available upon request