

Waleed Khanfar

Amman, Jordan

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Assistant Finance Manager | Accounting Manager | Financial Controller

Professional Summary

Seasoned finance professional with over 12 years of experience in financial management, auditing, tax compliance, reporting, and internal controls. Proven ability to lead teams, streamline financial operations, and deliver accurate reporting in dynamic environments. Strong exposure to multinational operations and cross-border financial regulations. Looking to contribute my expertise to a global organization.

Skills

- Financial Reporting&Analysis • Tax Compliance (Income, Sales, Withholding) • Payroll & Social Security
- Budgeting & Forecasting • Accounts Payable/Receivable • Bank Reconciliation • IFRS & IPSAS
- Leadership & Team Supervision • Internal Controls • System Implementation & Process Improvement
- Accounting Software: JD Edwards, CargoWise, Jamsheed (Oracle&.NET), Hubble
- BI&Reporting Tools: Excel (Advanced), Power BI, OneStream
- Other Tools: Microsoft Office, Prezi

Professional Experience

- **Assistant Finance Manager**

PETRA LLMELAHA AND AL TEJARA – Amman, Jordan | Sep 2017 – Present

- Manage monthly closing activities including prepaid expenses and accrued revenues
- Oversee tax compliance and submissions (income, sales, withholding, wages)
- Supervise internal controls and audit preparation with external/internal auditors
- Lead payroll processing and ensure compliance with social security and tax regulations
- Supervise AR/AP operations, aging reports, credit facilities, and payment reconciliations
- Generate financial reports using appropriate analysis and KPIs for decision-making
- Guide and mentor finance team; establish SOPs and workflows
- Collaborate with developers to improve system workflows
- Monitor bank operations, cheques, remittances, and guarantees
- Support financial statements preparation and costing analysis for inventory and COGS

- **Finance Operations Administrator (Outsourced via Petra Navigation)**

CEVA Logistics – Amman, Jordan | Nov 2020 – Present

- Approve OPS cost/revenue invoices; ensure accuracy in contracts and documentation
- Supervise daily transactions, bank reconciliations, and error resolution
- Oversee payroll, including allowances and deductions in line with legal requirements
- Train and supervise team members, assign tasks and monitor performance
- Coordinate with auditors for financial statement finalization
- Manage AR/AP, invoice approvals, dispute resolutions, and compliance account setup
- Monitor liquidity and bank transactions; process remittances and guarantees
- Ensure monthly closings and reporting (MBR, IFRS 9) are completed on time
- Assist in budget preparation, analyze trends and historical performance

- **Accountant**

Arch Global Logistics – Amman, Jordan | Feb 2013 – Sep 2017

- Recorded daily transactions and handled petty cash expenses
- Reconciled bank statements and customer/vendor balances
- Processed payroll and managed social security entries
- Managed collections, monitored credit limits, and communicated with clients
- Facilitated bank and exchange shop transactions including loans, transfers, and deposits

- **Accountant**

HK for Financial & Tax Consulting – Amman, Jordan | Jan 2012 – Jan 2015

- Journalized transactions for multiple clients across various industries
- Archived records, company documents, and tax reports
- Prepared and filed periodic sales tax reports

Education

Bachelor of Accounting Information Systems

Al Balqa' Applied University – Amman, Jordan | GPA: Good | Sep 2008 – Jan 2013

Key Projects

- **Nokia Jordan – Warehousing Project**

Client: Nokia | Company: CEVA Logistics | Duration: May 2023 – Present

- Audited cost/sales invoices, managed tax filings, prepared reports, and guided operations team

- **Tesla Jordan – Customs & Freight**

Client: Tesla | Company: CEVA Logistics | Duration: April 2023 – Present

- Reviewed HS codes, customs declarations, settled duties, and coordinated sales invoicing

- **McDonald's Jordan – Land Freight**

Client: McDonald's | Company: CEVA Logistics | Duration: Jan 2021 – Present

- Audited freight invoices, monitored FX rates, and prepared cross-border shipping cost averages