

Curriculum vitae

PERSONAL INFORMATION OSAMA AL_HELQAWI

📍 Riyadh –Saudi Arabia

☎ +966511947572

✉ acc.osama580@gmail.com

Date of birth 11/08/1990 | Nationality Jordanian

WORK EXPERIENCE

Seven years of Multirole experience in Accounting, Human Resource and Administrative.

May 2021 to September 2025 Accountant
National Housing Center Company (Amman – Jordan)

Responsibilities

- Recording daily restrictions and deported.
- Invoices audit.
- Audit statements.
- Bank action settlement.
- Submitting a tax returns.
- E- Check incoming
- Auditing receipt and disbursement vouchers

Feb 2019 to Apr 2021 Labor Supervisor

Creativity Art Company (Amman – Jordan)

Responsibilities

- Supervising workers: Monitoring workers' attendance and departure. Ensuring their adherence to the specified working hours. Assigning daily tasks to workers as needed.
- Implementing the work plan: Ensuring that work is completed according to the schedule. Monitoring the quality of completed work.
- Coordination with management or engineers: Submitting daily or weekly reports to manage on work progress, Communicating instructions from engineers or management to workers.
- Occupational Safety Ensuring: Ensuring workers adhere to safety and prevention procedures, Reporting any hazards or violations on-site.
- Materials and Equipment Management: Monitoring material usage and ensuring no waste, Monitoring the condition of tools and equipment and reporting malfunctions.
- Daily Problem Solving: Dealing with labor problems or disputes. Responding quickly in the event of emergencies or delays.

August 2015 to January 2019 Accountant

Jerusalem Baileys For Clearance & International Transport Est. (Amman – Jordan)

Responsibilities:

- Recording daily restrictions and deported.
- Invoices and audit work.
- E- Check incoming branches and registration restrictions crisis.
- Auditing salaries and registration restrictions.
- To liquidate the accounts.
- The preparation of the income statement and balance sheet.
- Bank action settlement.
- Created the salary slip on the Excel program.
- Audit the phone bills and discussed with the employee.
- Audit statements of accounts between our operating companies.

EDUCATION AND TRAINING

2010–2015

BCs.in ACCOUNTING, VERY GOOD Estimated

World Islamic Sciences & Education University (WISE) (Jordan).

TRAINING

CMA

(COMPANY PROGRAM during University period)

INJAZ

(إنجاز)

Non-profit organization.

The company's program is to establish a company with integrated divisions, a recycling company. I was the director of the marketing department. I followed the policy of reducing prices to reach a greater number of sales while establishing a sales booth to increase sales.

SKILLS

- Al Awael Accounting Program.
- Perfect Accountant Program.
- Proficient in computer skills and Microsoft Office.
- Excellent presentation & communication skills.
- Reliable and able to work under pressure & work with colleagues.
- Ability for fast learning.
- Internet skills: browsing, research & Communication.
- Attention to detail throughout every aspect of work
- Strong interpersonal skills, resourceful & committed team player.

Languages

Mother tongue(s) Arabic

Other language(s)

English

Good

Highlights:

- Work well in a high-pressure environment.
- Quickly learn procedures and methods.
- Work in team environment or alone.