# OBJECTIVE

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MOHAMEDNOUR” SHKAKHWA

Accountant & Finance

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Jordanian

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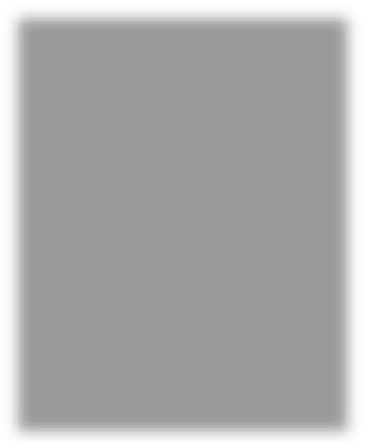
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1992

Married



Good contacts and relationships along Bahrain and Saudi Arabia, motivated to learn new aspects in Accountant, Finance, Banking, as well as searching for new challenge to enhance my experience and knowledge then grow up.

**EDUCATION**

Bachelor | Finance & Banking Science| Zarqa Private University | Jordan | Sep 2016.

# COURSES

* Training Financial Analysis (Frankfurt School), at Cairo Amman Bank, Feb 2017.
* Training Anti Money laundering, at Alyousuf Exchange, Feb 2019.

# LANGUAGE

* Arabic | Mother Tongue
* English | Very Good

# EXPERIENCE

## [21st-Jun-2023]–[ 21st -Apr-2025]

### [Al-Ramlaa for Contracting Company] • [Accountant]

* Prepare and record daily journal entries accurately and consistently.
* Process supplier payments and ensure the accuracy of banking details.
* Prepare the monthly income statement and analyze financial performance.
* Conduct daily cash counts and reconcile with recorded entries and actual cash.
* Follow up on accounts receivable collections from clients as per the approved schedules.
* Perform monthly bank reconciliations and match them with bank statements.
* Reconcile daily journal entries with actual cash in hand and bank balances, and close them monthly.
* Utilize accounting software (Epicor Software System Accounts).
* Prepare the balance sheet and analyze its components regularly.
* Accurately prepare monthly payroll, review for correctness, and process transfers to employees’ bank accounts.
* Conduct annual inventory counts and reconcile with system records, analyzing discrepancies.
* Archive all accounting documents in an organized manner for easy retrieval.
* Collaborate with internal and external auditors and provide necessary support.

## [21st-Feb-2022]–[ 22nd -May-2023]

### [Awar for Mechanical Contracting Company] • [Accountant]

* Prepare and record daily journal entries accurately and consistently.
* Process supplier payments and ensure the accuracy of banking details.
* Prepare the monthly income statement and analyze financial performance.
* Conduct daily cash counts and reconcile with recorded entries and actual cash.
* Follow up on accounts receivable collections from clients as per the approved schedules.
* Perform monthly bank reconciliations and match them with bank statements.
* Reconcile daily journal entries with actual cash in hand and bank balances, and close them monthly.
* Utilize accounting software (ODO).
* Prepare the balance sheet and analyze its components regularly.
* Accurately prepare monthly payroll, review for correctness, and process transfers to employees’ bank accounts.
* Conduct annual inventory counts and reconcile with system records, analyzing discrepancies.
* Archive all accounting documents in an organized manner for easy retrieval.

Collaborate with internal and external auditors and provide necessary support.

## [17th-Feb-2019]–[ 12th -Aug-2021]

### [Alyuosuf Exchange] • [Sales Officer & business Developer]

* 2 years sales representative and account managements.
* Customer service.
* Sales report on daily.
* Customers’ relations of retail, individual & corporate.
* Follow-up of exchange rates change.
* Market activities, like as sharing with social activities of committee.
* Increase sales by develop business & services.
* Visited branches to serve customers & guide stuff & help them.
* Contacting with lost customers & bring them back.
* Field Officer for searching new customers & meeting them in various majors.

### [Teller & Transfers]

* Balance currency, coins, then count manual & double check currency with using machine.
* Calculate daily transactions, then count currencies & cash at ends of shift, & transfer money to the treasury safe.
* Check customer information for the transfers, such as identification card, customer registration, & documents of source of fund, which he transfer large amount.
* Record transactions & issue computer generated receipts by entering customers’ transactions into the exchange system.
* Print report daily transactions at ends of shift, & calculate receipts with matching transactions system.

## [2nd-Jul-2017]–[10th-Feb-2019]

### [Abu Sheikha Exchange] • [Finance Officer]

* Balance currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions**.**
* Audit the endorsement transfers (checking other information such as dates, identification of the fund receiver and the legality of the documents).
* Record transactions and issue computer-generated receipts by entering customers' transactions into the exchange system.
* Count currency, coins, and transfer received (manually and double check using currency counting machine) so money can be released to the treasure office.
* Manage the preparation of Stocks, Coin, Receivable and Treasury.
* Manage cash controls as well as maintain book keeping up-to-date.
* Ensure that financial transactions are properly updated and recorded.
* Ensure data integrity in all financial reporting.
* Order a cash supply as per the need of the office and count the daily inventories.
* Acting as first point of contact for financial or systemic issues.
* Inform customers about foreign currency regulations, unit exchange rates, and follow daily international rate sheets or on computer displays**.**

## [24th-Jan-2017]–[5thApr-2017]

### [Cairo Amman Bank] • [Sales Officer & Retail]

* SME'S retail plus.
* Field officer to sales loan.
* Collect and analyze financial information to prepare monthly and annual reports and financialstatements.
* Auditing and verifying documents.

## [28th-Sep-2014]–[22nd-Jan-2017]

### [The Housing Bank] • [Warehouse Operation Officer]

* Aware about the introduction of purchase transactions, and how to work with.
* Very good knowledge about and experience in the introduction of banking transactions such as loans and deposits, cheque, guarantees, credit cards and others.
* Very well knowledge about and experience in deportation of fixed and stationary assets on the bank system.
* Using the system of banking.
* Working as a Ware house Storekeeper from 28th of Sep.2014 till Sep.2016 in the same company: Housing Bank, along with my actual position.

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* Working as a ware house operation officer from 10th of sep.2016 till jan.2017.
* Taking care of the stock of office like furniture, desktop, different machines: computer & other equipment’s & ATM machines.
* Responding and corresponding tothe emails.
* Printing out documents and reports.
* Using the Banking system along with the ware house system.
* Ensure accurate and timely monthly, quarterly and year end close processes.

## [20th-Dec-2011]–[31st-Oct-2013]

### [Islamic Hospital] • [Admin Assistant]

* Working as Administration Assistant with the medical warehouse Team.
* Check, audit and enter medical bills into the system.
* Filing all the incoming invoices, reports and financial documents in the right order and place.
* Deportation of documents.
* Print out needed report for any requested period and reconcile it.
* Ensure accurate and timely monthly, quarterly and year end close processes.

# SKILLS

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| * Distinguishing between real & fake money. * Microsoft Office. * Work under pressure. * Retail & corporate relations. | * Customer Service. * Time management. * Problem solving. * Team Work. * Internet & email. |

# REFERENCES

* Joshua Vincent, Sales Manager & Marketing, Alyousuf EXCH, Phone no: +97366727984.
* S.Mahdi Alyousuf, Deputy CEO, Alyousuf EXCH, Phone no: +97339412939.

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