

CURRICULUM VITAE

Mohammad Ahmad Al Jarmaki

PERSONAL INFORMATION

- Mobile: +961-70902332
- MARITAL STATUS: single

EDUCATIONAL INFORMATION

- License in accounting and auditing – faculty of business administration & Economic studies.

SUMMARY EXPERIENCE

- WRF الصندوق الدولي للتأهيل (JAN 2018 till July 2020)
 - ✓ CBR ASSISTANT
 - ✓ Data entry for daily transactions: Revenues from donations, general costs, operating expenses, bank transactions, and others.
 - ✓ Employees' Salaries: monthly and daily salary basis, NSSF submission, Title II Tax submissions.
 - ✓ End of month adjustments and closings: project closings, bank reconciliation preparation, supplier's reconciliation preparation, project adjustments, and accruals and prepayments adjustments.
 - ✓ Controlling the stock every two weeks.
 - ✓ Filing
 - ✓ Following up with the operations and donation.
- Professional Accounting Training Center: (May 2017 till Dec 2019)
 - ✓ Data entry for the accounting cycle in different types of companies: Trading, Manufacturing, Service, and Contracting Companies.
 - ✓ Stock control process for trading and manufacturing companies.
 - ✓ Costing and production process for manufacturing companies.
 - ✓ Projects and adjustments for contracting companies.
 - ✓ End of month salary schedule preparation and recording for different cases.
 - ✓ Monthly, quarter, and annual submissions for NSSF.
 - ✓ Quarter and Annual preparations and submissions for Title II Tax (Payroll).
 - ✓ End of month reconciliations: bank, suppliers, and clients.
 - ✓ Cash control every day end.
 - ✓ Annual closings every period end.

SKILLS, HOBBIES & INTERESTS

- Sport, football and Computer Skills.

REFERENCES

- Available upon request.