

► Mohammed Salah Abosirriya  
Al Farwaniyah, Kuwait  
Phone: +965-67770689  
E-mail: mohd.82@hotmail.com  
Nationality: Palestine

## PERSONNEL INFORMATION

-Date of birth 24/10/1982  
-Nationality Palestinian  
-Social status Married

### Education

**Accounting Bachelor's Degree.**

**Jun, 2005**

-AL Patra University, Jordan.

### Special Courses:

#### - Practical Applications Of Accounting.

Al mashreq Center (April – Jun 2005) Jordan.

#### - Making financial decisions using modern methods of financial analysis and planning.

International business institute (12<sup>th</sup> may – 15<sup>th</sup> of May 2007) Kuwait.

#### - The ACCA SUCCESSFULLY PASSED THE ONLINE Certificate in International Financial Reporting.

DEC 2016 Kuwait.

### SKILLS:

- Microsoft office (Excel, word, Power points, Access).
- Microsoft Dynamics Great Plains (GP) accountant programs.
- Learning fast and dealing with new different systems of accounting.
- Spot & Micros point of sales.
- Micros Material control system.
- Real estate systems.

## EXPERIENCES:

- ❖ **Senior Accountant in Gulf Franchising holding Co.-Kuwait 30th of Sep 2005 until 28<sup>th</sup> of Feb, 2012.**
  - Investment company listed on the Kuwait Stock Exchange, and it includes eight subsidiary companies and during my term in the company I passed five subsidiary companies (5aSec laundry from France -computer troubleshooters from Australia- Pitman training Center from UK- Kwik Kopy from USA –Naz restaurant Kuwait – Adolfo Domínguez from Spain).
- ❖ **Chief of Accounts in AL- Thulathyia Al Sharqia General Trading co. Kuwait 01<sup>st</sup> of March 2012 until 30<sup>th</sup> of March, 2018.**
  - Local Restaurant & café.
- ❖ **Chief of Accounts in The lawyer general trading & contracting co. Kuwait 01<sup>ST</sup> April, 2018 until now.**
  - Hotels and Real Estate inside and outside Kuwait.

## Job Description:

- Prepare journal entries and reconciles general ledger and subsidiary accounts.
- Preparation of financial statements. Monthly P&L for high management.
- Analyzing any changes that may occur to the company, and any financial matters related to it, and providing advice to the management staff. Preparing Bank Reconciliations, Producing Reports for Management.
- Gathering and interpreting financial information, Analyzing financial returns, and predicting any future financial matters that may happen to the company.
- Communicate with the company's auditors on an ongoing basis; to ensure that the annual monitoring is implemented.
- Keeping abreast of developments and changes that may occur in legislation, and financial systems & managing the company's budget.
- Full supervision and provision of financial advice in the processes of buying, selling, merging, internal control, tenders, taxes, all procedures related to the company
- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

- Full supervision and provision of financial advice in the processes of buying, selling, merging, internal control, tenders, taxes, all procedures related to the company
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analysing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.

### Languages:

Arabic: Native

English: Excellent

















