

RESUME – CV

Nedal Al-Basha



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Birth Year: 1989

Location: State of Kuwait

Objective/ Cover Letter

Pursuing a highly challenging career job where I can apply my knowledge, contribute my expertise, acquire new skills and work closely with a team of highly expert professionals for the welfare/ sake of the prospective organization. I'm a hard worker, cooperative, adaptable with strong readiness/ willingness for any type of relevant work area(s) and able to blend in with ease, flexible and amazing manner.

I'm a spontaneous, simple and young ambitious accountant who looks always to work in a challenging environments where I'm very confident that my skills and competencies will enable me to be a real added value to the organization that I will work for. Besides that, my personality traits and excellent communication skills that I possess will surprise the prospective firm/ company since I'm sure that such will accelerate the interview with them for the mutual sake of both of us.

Finally, I look forward toward meeting you to explain more about my strengths and about the value that I will bring to your organization.

Looking forward to meeting you.

Sincerely Yours,

Education

Bachelor's Degree in Accounting - 2012

Amman College for Finance and Admin Sciences - G: 3.1

Al-Balqa'a Applied University - Jordan

Work Experience

Holistic Development & Consulting- Full Time - State of Kuwait

Accountant – Financial Advisory department

Aug 2019 – Present

Job Roles/ Responsibilities

Data collection, filtration, audit and management.

Review client's financial documentation.

Upload bank statements, invoices, bills and make bank reconciliation on daily bases .

Issue monthly reports of income statements, balance sheet and cash flow.

Creating chart of accounts based on the client's industry and services.

Ensure all reports are issued on a timely basis.

Working with team members to issue the reports.

Perform monthly closing process on a timely manner.

Company analysis, expenses, revenues, cash flows ets .

Review the work of junior accountants.

Combined Group Contracting Company - Full Time - State of Kuwait

Internal Auditor – Internal Auditing Department

Jan 2018 – Feb 2019

Job Roles/ Responsibilities

Participate in tasks related to the risk-based audit plan for all audit activities. Perform financial / operational audits to identify effectiveness of related controls. Provide quality audit engagements through effective fieldwork and insightful audit findings. Participate in reviewing supported documents related to audit.

Perform tasks for completion of operational audits, including analysis and testing of internal controls.

Properly documents work papers, providing proper documentation of audit steps performed and evidence gathered.

Provide information to support internal audit activities report and track open audit issues. Notify

audit management of any findings related to potential ethical issues or conflicts of interest.

AlMuzani Exchange company - Full Time - State of Kuwait

Accountant – Finance Department

Jan 2016 – Dec 2017

Job Roles/ Responsibilities

Checking the ledger trial balance for each branch for the previous day (Balancing, Unusual accounts – Daily).

Prepares periodic reconciliation statement of balances with Sundry debtors' statements of account where applicable and follows-up on outstanding for prompt clearing.

Checking the casher and branch Manager / in charge signatures in the daily report for cash balances mentioning the status of the cash (excess / shortage).

Branch Manager / in charge should sign on the cash deposited to bank.

Ensure that all tellers' balances are Zeros (opening /closing).

Check Local Cheques under collections & follow up for prompt clearing.

Verifying total K-net transactions with the slip and total transaction report and check Burgan bank balance with the last day balances.

Ensure the competence & the cut-off for the drafts by serial numbers.

Ensure that all vouchers are tallying with the summary report per type, checking signatures, stamps, purposes, remitter names with the attached documents.

Verification of the vouchers (J.Vs. cheque receipts, submissions, payment vouchers, receipt vouchers, on account transactions) each one with the attached documents and supported authorizations.

Doing the necessary adjustments for Western union and banks according to the company policy.

Alghanim Industries Establishment - Full Time - State of Kuwait

Financial Services Representative - Consumer Financing (Credit Department) February 2013 - Dec 2015

Job Roles/ Responsibilities

Client's Customer Service in regard to sales transactions (Automotive).

Explain to client's the rules and regulations of the local Central Bank of Kuwait "CBK". Review client's history in the database of the Central Bank of Kuwait "CI Net".

Update when necessary client's data in the CI Net database.

Ensure client signs off all paper work related to sales transaction per company policy & CBK rules.

Update client's data in company database (Kerridge System).

Act as Financial Representative on behalf of my company in the automotive dealership agencies. Follow up with each client the paper work and other requirements via phone. Leave replacement for some team members during leave of absences (in different locations). Others jobs per requirements.

Training

Trained in the (Tax Department for Income and Sales -Jordan).

Period: 12th Feb, till 12th May,12.

Trained on Alpha program

Skills

Languages: Good in English and Arabic language, both spoken and writing.

Computer: Familiar with windows office; word, access, excel, power point and.

Account: Ability to read and prepare Balance sheet, income statement, Cash flow statement& journal entry.

References Available on request