

# MUHAMMAD BARAKAT

## SENIOR ACCOUNTANT

seeking an active and challenging work environment, where I can apply myself and expand the diversity of acquired skills and knowledge appropriately to the success.Coming with cash handlingexperience, prociency in computer skills and excellent customer serviceskills

## CONTACT


+962 79 043 7779

m-barakat92@outlook.com

Amman - Jordan


## LANGUAGE

- English
- Arabic

## SKILLS

**Communication Skills** %90

**Teamwork** %93

**Leadership** %93

**Self-motivation** %97

**Decision Making** %90

**Negotiations skill** %94

**negotiation and persuasion.** %97

**Working knowledge of MS Ofce and database** %90

**Adaptability** %97

## EDUCATION

- **Bachelor Degree**
  Financial And Banking Sciences
  May 2009 - Jun 2016
- **High school**
  Specialization IT
  2008 - 2009

## EXPERIENCE

**Senior Accountant**

Noor Exotic Motors Luxury
Dubai, United Arab Emirates
**February 2023 - June 2024**

- Prepare accurate and timely financial statements.
- Develop annual budgets and financial forecasts.
- Oversee cash flow planning and ensure availability of funds.
- Ensure compliance with accounting standards and company policies.
- Ensure all financial transactions are accurately recorded.
- Review and post journal entries.
- Perform monthly bank reconciliations.
- Participate in the month-end and year-end closing processes.
- Maintain the fixed assets register.
- Conduct periodic physical inventory counts.
- Record depreciation and disposals accurately.
- Handle customs clearance for cars.
- Ensure expenses are recorded accurately and within budget.
- Prepare necessary journal entries and adjustments.
- Record and monitor prepaid expenses.
- Amortize and adjust prepaid expenses.

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## Experience

**Senior Supervisor**
Dallah Car Rental
Amman, Jordan
**February 2019 - December 2022**

- Process daily and monthly reports.
- Supervise employees during work hours.
- Monitor and process cars from cleanliness to rental.
- Handle daily challenges and bank reconciliations.
- Manage customer accounts and invoices.
- Follow up on issued and received checks.
- Process daily transactions and receive cars.
- Deposit cash in the bank account.
- Issue checks and audit employees' salaries.

**Sales and Finance Coordinator**
Al Baron Cars Trading
Amman, Jordan
S**eptember 2017 - February 2019**

- Respond to clients and follow up on their requests.
- Provide the cars customers want.
- Follow up on customer installments.
- Manage loan accounts and organize car exhibitions.
- Follow up with customers after sales.

**Accountant**
Murad General Supplies
Amman, Jordan
June 2016 - September 2017

- Handle daily transaction entries.
- Perform bank reconciliations.
- Issue cheques.
- Authorize goods.
- Follow up on bills.
- Issue receivables.
- Calculate profit percentages.