Sami Fawzy Jaber

Personal Information

Date of birth: 19/7/1977

Contact Information

- 00962786620022
- 00962786195443
- samijaber56@gmail.com

Skills

- High communication skills
- Computer skills
- Time Management
- Team Management

Languge

- Arabic excellent
- English very good

Education Details

- Master's Degree / Accounting & Finance / Al Hashemeh university
(Excellent 3.94/4)
- Bachelor's Degree / Accounting / Al Balqa Applied University (Excellent 3.67/4)

Practical experiences(Accountant)

1. Financial Manager / Levant International school – Jordan (9-2022 to 6-2024)

Duties

- Controlling collections recording and reporting fees.
- Controlling and managing account receivables.
- Supervise daily cash collections
- Controlling discounts for students
- Ensure depositing cash on daily bases.
- Monthly closing entries
- Verify the offers submitted by purchase department as a part of the purchase procedures.
- Verify and confirm al the vouchers and ensure that all the supporting documents are attached.
- Maintain General Ledger accounts .
- Preparing the financial statement

2. Acting/ Account Control officer UNRWA –Jordan
(United Nation Organization 2012/2014)

Duties

•supervision of employees in the accounting section
•Preparing monthly adjustments entries

•Preparing closing entries and monthly depreciation
•Preparing bank reconciliations and related entries
•Follow-up of receivables and payables
•Follow up the application of accounting policies in accordance with the standards
•Preparing the monthly check list
•Participate in inventory count
•Supervision petty cash fund in all areas (11 regions)
•Establishing the schools bookshop revenues accounting treatment

3. Assistant Account Control officer UNRWA –Jordan (United Nation Organization 2011/2012)

• Following up on recording the accounting journal entries
•Following up the petty cash
•Preparing the sub. ledger accounts
•Preparing banks reconciliation
•Follow up schools bookshop revenues

Practical experiences(Academic)

- A professional trainer specializing in accounting and management/UNRWA –Jordan (United Nation Organization 2022/2024 – part time)

Duties

•Trainer for all accounting and administrative courses such as : Accounting principles / intermediate financial accounting 1 + 2 / government accounting / cost accounting / accounting in English / auditing / business administration / administrative communication
/ time management / in addition to economics, statistics and mathematics courses for technical colleges trainees.

- A professional trainer specializing in accounting and management/TVTC – SA(Technical and Vocational Training Corporation - Saudi Arabia)2014-0021

Duties

•Trainer for all accounting and administrative courses such as : Accounting principles / intermediate financial accounting 1 + 2 / government accounting / cost accounting / accounting in English / auditing / business administration / administrative communication
/ time management / in addition to economics, statistics and
mathematics courses for technical colleges trainees.

Active participation in many committees and activities in support of academic work, such as:
•A member of the College Board
•Member of the Administrative Technology Department Council
•Supervisor for accounting teachers
•Member of the quarterly and final exams committee
•A member of the scheduling committee
•Member of the Internal Quality Committee
•A trainer for developmental courses for trainers and administrators (supporting developmental programs)

- A professional trainer specializing in accounting and management/UNRWA –Jordan (United Nation Organization 2007/2010)

Duties

•Trainer for all accounting and administrative courses such as : Accounting principles / intermediate

financial accounting 1 + 2 / government accounting / cost accounting / accounting in English / auditing / business administration / administrative communication
/ time management / in addition to economics, statistics and mathematics courses for technical colleges trainees.

- professional trainer specializing in accounting and management/Queen Alia collage 2006/2007

Duties

Trainer for all accounting and administrative courses such as : Accounting principles / intermediate financial accounting 1 + 2 / government accounting / cost accounting / accounting in English / auditing / business administration / administrative communication
/ time management / in addition to economics, statistics and mathematics courses for technical colleges trainees.

Training Courses (Trainer)

- Preparing accountants for the labor market
- Diploma in Applied Accounting

Preparing management reports

- Principles and principles of human resources

- TOT . training of trainers
- Recent trends in the development of training and methods of measurement and evaluation
- Mind map and its applications in training
- Financial audit and added tax Select your project idea
- Self development
- How to prepare a CV
- The importance of accounting in practical life
- How to start your small business
- Practical accounting principles and their applications
- Accounts Receivable Management
- Effective Sales and Marketing Management
- Management of conferences and festivals
- Practical audit of cash accounts Practical audit of fixed assets Practical audit of accounts receivable and payable
- financial lists analysis
- Financial statement analysis using excel

Training Courses (Trainee)

- ’writing Business
- ’writing Business
- Ethics in Work
- Prevention of sexual abuse
- accrual basis
- orientation of IPSAS
- Accounting for leases
- JCPA
- ICDL