Ayman A. Nobani

Finance& Administrative Manager

Jordanian

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Amman - Jordan

PERSONAL SKILLS

- Hard Work
- Team Work
- Problem solving
- Leadership
- MS Office
- Team Management
- Office Management

LANGUAGES

Arabic:
(Mother language)

English: Good

INTERESTS

- Research
- Self development
- Continuous learning
- Critical thinking

Summary

Looking for a New opportunity and want to associate with an organization to provide my skills. Hardworking and eager to get opportunities to improve myself professionally and contribute to the growth of the organization with quality services.

Education

❑ **Bachelor's degree in accounting & Finance**
Yarmouk University 1998

Certificates

- **CMA 2009**
- **CPA Course - Preparing for the exam**
- **CIA Course - The entire content of the course was studied without taking the exam**

Summary of Experiences

- **General Finance Manager & Branch Manager Dec.2012 – Present**
- **Finance & Administration Manager Nov.2010 – May.2012**
- **Freelancer | financial manager & internal auditor 2009 – Present**
- **Finance & Administration Manager May.2007 - Dec.2009**
- **Assistant Finance Manager & Cost accountant May.2001 - May.2007**
- **Senior Accountant Oct.1998 - May.2001**

Experiences

❑ **Khalid Nobani Electrical Construction Supplies Co.**
General Finance Manager & Branch Manager Dec.2012 - Present

✓ **Main Responsibilities:**

- Expansion from one branch to several branches within a period not exceeding 5 years
- Proficiently managed finance, administration, and purchasing operations, ensuring optimal resource allocation, cost control, and efficient financial management.

- Played a pivotal role in driving business growth by actively recruiting new projects,diversifying product offerings, and expanding the customer base, resulting in i ncreased sales and market presence.
- Raising capital more than 1000% Bringing new bank facilities Bring new sales agreements Raising sales volume by more than 1000%
- Increasing the volume of used goods so that the size of the warehouse becomes 1000 square meters.

❑ **Shadow Drug Store**
Finance & Administration Manager Nov.2010 – May.2012

✓ **Main Responsibilities:**

- Successfully oversaw financial management functions, encompassing the development of accurate monthly/yearly financial statements, comprehensive financial forecasts, and meticulous budgets.

- Demonstrated accountability for general accounting functions, including accounts receivable/payable management, precise account reconciliation, and effective cash management.

- Efficiently administered all financial management systems, continually evaluating and i ntegrating new applications to optimize efficiency and accuracy.

- Cultivated a highly skilled accounting and financial management team, fostering their professional growth and enabling the achievement of established objectives.

- Engaged in regular interactions with the Board of Directors and President, providing insightful financial forecasts and reports to support informed decision-making and strategic planning.

❑ **Freelancer | Part time financial manager and internal auditor 2009 – Present**
- for some companies, industrial establishments, Gas stations, Agricultural , Commercial Industrial companies (chemicals and pharmaceuticals).

❑ **Art Line Construction & Furnishing (Doha - Qatar)**
Finance & Administration Manager May.2007 - Dec.2009

✓ **Main Responsibilities:**

- Prepared comprehensive financial reports, meticulously analyzed variances against the business plan, and developed accurate budgets to facilitate informed decision making.
- Compiled and presented periodic financial reporting packages to senior management,providing key insights and recommendations for strategic financial management.
- Conducted internal audits to ensure regulatory compliance and enhance operational efficiency and accuracy. Successfully built and led teams, establishing and planning new departments to support organizational growth.
- Maintained meticulous records and regulated planning for collaborations with international branches, such as Jordan and Dubai, ensuring seamless coordination and effective cross-border operations.

❑ **Allied Co. (K.S.A Patchi) Jeddah - K.S.A**
Assistant Finance Manager & Cost accountant May.2001 - May.2007

✓ **Main Responsibilities:**

- Closed monthly financial statements and audit reports with meticulous attention to detail and accuracy.
- Conducted monthly account reconciliations and diligently monitored general ledger transactions to maintain financial integrity.
- Collaborated closely with the controller to ensure the accuracy and integrity of financial information, aligning with overall business objectives.

- Oversaw factory operations, diligently monitoring and addressing stock and manufacturing issues to optimize efficiency and productivity.
- I dentified and resolved accounting reconciliations and costing problems, ensuring accurate costing for new shipments and conducting post-audits after HR and sales activities.
- Prepared sales tax reports in compliance with regulatory requirements, ensuring accurate & timely submission.

❑ **Allied Co. (K.S.A Patchi) Jeddah - K.S.A**
Senior Accountant Oct.1998 - May.2001

✓ **Main Responsibilities:**

- Proficiently executed general ledger functions, encompassing meticulous account analysis, reconciliation, and the preparation of journal entries for accounts receivable and accounts payable.
- Prepared accurate and comprehensive financial statements, providing key insights into the financial performance and position of the organization.

Knowledge

➢ **Financial planning: developing financial policies and procedures and developing annual and monthly financing plans and budgets.**

➢ **Cash management: organizing cash flows and ensuring the availability of liquidity necessary to operate the company.**

➢ **Accounting and financial reports: following up on accounts, implementing the necessary accounting procedures,preparing and analyzing financial reports.**

➢ **Human Resource Management: Dealing with employee-related issues, including recruitment, training and performance management.**

➢ **Compliance and Legislation: Ensuring compliance with financial and tax laws and regulations, and providing support in areas such as insurance and social security.**

➢ **Contract and Legal Relations Management: Negotiating contracts and ensuring compliance with legislation and legal regulations.**

➢ **Administrative planning: developing and implementing administrative policies to ensure the effectiveness and effectiveness of administrative processes.**

Reference

✓ **All documents are available upon request**