



Heba Adnan Mohammad Thaher

OBJECTIVE

Having a good career in a pioneer company where I can apply my knowledge and skills to participate in achieving its goals & growth plans.

Financial and HR Manager

EDUCATION

Hashemite University-Jordan

2002 - 2006

B.A. in Accounting and commercial law

WORK EXPERIENCE

Al-BAHA consultant engineering

2006 -2013

Financial and Human resource manager

The company

Al-Baha is classified as a class A engineering consultant and it's a result of merger between three consulting engineering companies to finally form one organization with 100 employees.

The company was responsible for a multi number of projects in Jordan and other regions in Middle East and Africa.

The office responsibility was handed over to my office to build it from scratch and launch a solid department to meet the corporate mission and value statement.

RESPONSIBILITIES

1) Accounting

Book keeping

Income Tax, Sales Tax

Cash flow Control

Financial Statement Preparation

2) Human Resources

Recruitment

Policies and procedures

Employment Contracts

Social security

Attendance System

Payroll (raises Emp, Income Tax, Loans and Advances, Incentives, Deductions)

Appointing and Separating

Health Insurance

PERSONAL INFO

- Date of Birth: December 8, 1984
- Place of Birth: Jordan
- Gender: Female
- Nationality: Jordanian
- Marital Status: Married
- Driving License: Jordan

CONTACT

PHONE:

+962795041515

ADDRESS

Amman, Jordan

EMAIL:

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SKILLS

- Excellent communication skills
- Excellent employee handling skills
- Excellent problem solving skills
- Excellent team working skills

LANGUAGES

- Arabic as native language
- English
- (very good in reading & writing)
- (good in conversation & listening)

TRAINING AND COURSES

- ISO 9001-2000 awareness training course SGS
25/10/2007