

Samar Sandouqa



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Date of Birthday: 20/11/1982

Nationality: Jordanian

Positions Summary:

Provide finance reports as a financial officer, as well as act on administrative operations in a company.

Accounting practitioner with 10 + years of experience to ensuring financial information and records are accurate and complete. Provide company with good quality work and timely by prioritizing tasks, maintaining focus, and communicating effectively.

WORK EXPERIENCE :

10/2009 - 10/2018

Finance Manager, id:rc Company, Amman Jordan

Responsibilities:

- Prepare reports and financial statements on monthly, quarterly and yearly basis; was in charge of accounts payable/receivable, corporate tax, social security and insurance contracts, labor law, cash flow forecasts, and budgets.
- Provide CEO and technical team with financial reports and supported them with any tasks as required.
- Contributed in developed and implemented new policies and procedures to simplify financial processes and cut unnecessary costs.
- Purchase supplies, equipments and stationery, accurately recording purchases.
- Prepared projects expenses reports, properly documenting and allocating expense items.
- Received, tracked, organize and accurately processed vendors' invoices payments on monthly basis.
- Bank reconciliation, payments' list and payroll on monthly basis.
- billing procedures.
- AP\ AR & Employees accounts reconciliations.

06/2006 - 09/2009

Administrative Assistant, id:rc Company, Amman Jordan

Responsibilities:

Work on the office administrative functions and activities, administrative operations, with oversight of office procurement. Other duties and responsibilities include, but are not limited to, the following:

- Answering phones, sorting and distributing mail, and preparing documents, and oversees attendance system.
- Maintain computerized and written employment records on staff which including verifying data, and notices.
- Provide support when needed to assist technical staff.
- Manages insurance contract and serves the point of contact between staff, HQ and insurance company.
- Coordinate with official bodies regarding legal aspects of the organization including follow up on Social Security, Municipality, and others to renewal yearly documents.

EDUCATION & CERTIFICATES:

	2017 - 2020
Master's Degree, MBA, Middle East University of Jordan	
	2000 - 2004
Bachelor Degree of Management Information System, Al- Zaytoonah University of Jordan	
	1999 - 2000
Umm Habiba School, Amman	
	2017
Certified Rethinker's for Creativity and Giftedness, Rethinker's- Innovation 360 & IAO (16 hours)	
	2011
Certified QuickBooks- American Software for Accounting and Stores, Majody for Auditing & Private training (30 hours)	
	2011
Certified Accountant Training for Non- Accountants, Majody for Auditing (36 hours)	
	2008
Certified Financial Analysis for Non- Accountants, Talal Abu Ghazaleh Professional Training Group (20 hours)	

Language	Speaking	Reading	Writing
English	Very Good	Very Good	Very Good
Arabic	Native (mother language)		

ADDITIONAL SKILLS:

Microsoft Office package: Microsoft Word, Excel, Access & PowerPoint

Interpersonal skills:
Good Communication skills
Multi-tasking, Teamwork
Ability to work under pressure
Accuracy, thoroughness, and precision.
Analytical skills
Attention to details

Others: Energetic , Ambitious , Eager to develop my skills , Seeking a full-time position in a dynamic company that offers a professional experience and a challenging environment. .. :)

REFERENCES:

Available on request