

CURRICULUM VITAE

Post applied

Finance Manager/Finance Controller/ Internal Auditor

PERSONAL INFORMATION

Name **Sobhi M S Alshaltoni**
Sex Male
Date of birth 10/01/1981
Nationality Palestinian
Marital status Married
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OBJECTIVES

- To become a professional financier/ auditor.
- To work in a more professional and challenging working environment that helps to advance the abilities of financial management, Internal auditor or controller and financial analysis
- To contribute accumulated knowledge and experience to business
- To find a stable job with promotion prospects and competitive salary

EDUCATION

2015 MBA – Accounting and Finance
2005 BA – Accounting from Islamic University of Gaza

PROFESSIONAL QUALIFICATIONS:

2016 Auditor and Accountant Certificate – Almanarah Accounting & Financial Consulting
2015 Accountant Certificate – Ministry of Finance Gaza
2010 Senior Accountant Certificate – MRM Group
2007 Accountant Certificate - Juma Al Majid

EXPERIENCES:

09/2014 to now:

Auditor and Accountant

Almanarah Accounting and Finance Consulting

Main business: Accounting, Auditing and Finance Consultant

Main duties:

- Report to Head of Partners, dot line to Regional Finance Manager
Supervise 3 staffs (2 accountants, 1 administrator)
- Responsible for monthly financial reports.
 - Analysis of operating expenses and revenue.
 - Group reporting package (IFRS).
 - Establish company yearly budget, quarterly forecasting.
 - Control company expenditure and financial status.
 - Cash management.
 - Conduct audit schemes (VAS).
 - Responsible for reports on taxes, banking and labors.

- Assist in Sales strategies.
- Work closely with Sales Manager to follow up budget and forecast as well.
- Monitor Corporate Policies.
- Payroll Administration.
- Take care Human resource & Administration.

01/2012 to now: **Accountant**
Ministry of Finance
Main business: Governmental Org.

Main duties:

Report to General Director of Treasury Department

Supervise staffs: Accounting.

- Responsible for financial and management functions including the review of systems of internal controls and financial procedures and providing advice to the business units on all financial matters in Treasury Department.
- Ensure efficient running of the accounting and information department.
- Plan and control of overhead expenditures and financial results established long term objectives.
- Manage the accounting system including accounts payable, accounts receivable, general ledger, project costing, inventory, cash flow projection, credit and corrections to contribute to overall financial and performance results. Ensure compliance with corporate, local statutory requirement through appropriate record keeping.
- Work proactively with management team to control actual financial results consistent with operating plan commitments for the organization.
- Prepare and analyze monthly financial results, quarterly forecasts, performance review and annual budget, yearend reporting and year end package.
- Maintain adequate procedures and controls to ensure accuracy of job costs. Establish adequate internal controls and procedures to safeguarded and protect company assets.
- Payroll Administration.
- Liaise with bankers, auditors, tax agents, legal consultants and statutory bodies.

Achievement:

- Set up accounting system
- Conduct accounting software
- Set up finance and accounting report system
- Set up internal financial control procedures

08/2007 to 01/2011: **Senior Accountant**
Juma Al Majid Groups & MRM Groups (UAE)
Main business: Trading, Constructing & Industrying

Main duties:

Report to Finance Director

Supervise 7 staffs: general, receivables, payables, costing, banking, asset accountants and cashier.

- Budgeting
- Financial report and analysis
- Making income bridge, expense bridge between actual and budget
- Cash management
- Assist Financial Director with financial strategy.

- Loan and hedging
- Approve payment
- Monitor salary system
- Managing accounting activities of branches

Achievement:

- Reorganize accounting dept.
- Restructure accounting system

Reason for leaving:

- Back to Gaza

**07/2005 – 08/2007: *General Accountant*
Aldanoob Auto Spare Parts Trading (UAE)
*Main business: Trading***

Main duties:

Report to Chief Accountant

- Calculate cost; consolidate company and branches' financial reports.
- Receivables and Payables Accounting
- Make monthly Profit & Loss, Balance Sheet & Cash flow statement
- Monthly forecast P/L and forecast of production cost
- Import tax, Export tax, Commission tax, Customs clearance, Profit Tax, Personal Income Tax.
- Monthly payroll: Local staff & foreigners, Social insurance, Health insurance for local staffs

Achievement:

- Build up report system for depending stores
- Build up accounting system for affiliates

Reason for leaving:

- To get advance in career in Juma Al Majid Group.

LANGUAGE English Proficiency and Arabic Mother

PC SKILL MS Office (Word, Excel, Power Point, Access)
 Accounting software/ERP: Oracle, Alaseel.
