

DANY M. NAJEM [CMA CANDIDATE]

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Email: Danynajem94@gmail.com
Place of Birth: Dubai, U.A.E
Date of Birth: 5th of July 1994

Employment History

SENIOR ACCOUNTANT

October 2017 - Present

Kitchen Avenue SAL

- ☐ Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ☐ Maintain and balance subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.
- ☐ Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.
- ☐ Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements.
- ☐ Produce payroll by initiating computer processing; printing checks, verifying finished product.
- ☐ Complete external audit by analyzing and scheduling general ledger accounts; providing information for auditors.
- ☐ Avoid legal challenges by complying with legal requirements.
- ☐ Responsible for all company's bank accounts Post-Finance, Overdraft.
- ☐ Coordinating with banks regarding all Credit Lines (LC, LG, Long-Term Loan)
- ☐ Follow up with the Sales department on the collection of payments.
- ☐ Responsible for taxation and Social Security procedures.

ACCOUNTANT/LOGISTICS/HUMAN RESOURCES

Kitchen Avenue SAL

October 2016 - October 2017

- ☐ Organise transportation activities, including storage of good managing information accrued from point of origin to delivery, orchestrating transportation movements, and arranging for services as necessary
- ☐ Coordinate and track movement of goods through logistic pathways
- ☐ Execute logistics plan to move products and packages to reach destinations on schedule
- ☐ Review freight rates and other transportation costs to keep working costs low
- ☐ Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ☐ Posting and processing journal entries to ensure all business transactions are recorded.
- ☐ Updating accounts receivable and issue invoices. Updating accounts payable and perform reconciliations. Submits employee data reports by assembling, preparing, and analyzing data.
- ☐ Maintains employee information by entering and updating employment and status-change data.

JUNIOR ACCOUNTANT

Tahseen Khayat Group

Hospitality Accounting at 1866 Court & Suites Hotel

February 2016 – August 2016

- ☐ Update receivables by totaling unpaid invoices.
- ☐ Post customer payments by recording cash, checks, and credit card transactions.
- ☐ Enter cash receipts for all TKG companies.
- ☐ Assist with performing account reconciliations.
- ☐ Reconcile or note and report discrepancies found in records.
- ☐ Follow up with the Sales department on the collection of payments.

JUNIOR REPRESENTATIVE

Tele Support International – UNHCR

September 2015 – January 2016

- ☐ Contacting Refugees in order to update their information.

Education

- | | | |
|------------------------------------------------|-----------------------------------|-----------|
| <input type="checkbox"/> Arab Open University | Finance | 2015-2018 |
| <input type="checkbox"/> Notre Dame University | Financial Engineering(Incomplete) | 2013-2015 |
| <input type="checkbox"/> Notre Dame University | Freshman | 2012-2013 |

Skills

- | | |
|-------------------------------------------|-------------------------|
| <input type="checkbox"/> Microsoft Office | Excel, Word, Powerpoint |
| <input type="checkbox"/> Wizard Solutions | Accounting Software |
| <input type="checkbox"/> Brains Solutions | Accounting Software |
| <input type="checkbox"/> Microsoft GP | Accounting Software |
| <input type="checkbox"/> HR | Attendance Software |

Certificates

- | | |
|------------------------------------------------------------------------------------------|-----------|
| <input type="checkbox"/> Certified Management Accountant | June 2020 |
| <input type="checkbox"/> Financial Statement Analysis | 2019 |
| <input type="checkbox"/> Microsoft Excel Complete Course | 2019 |
| <input type="checkbox"/> Financial Analyst Course | 2019 |
| <input type="checkbox"/> Financial Engineering and Risk Management - Columbia University | 2018 |
| <input type="checkbox"/> Financial Modeling and Valuation | 2018 |

Languages

- ☐ English
- ☐ Arabic