

## Michael Maurice Dafesh

### PERSONAL PROFILE

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•	Name	Michael Maurice Dafesh
•	Date of Birth	28 Feb 1981
•	Nationality	Jordanian
•	Gender	Male
•	Marital Status	Married
•	Specialty	Accounting Professional
•	Place of Residence	Marj El Hamam – Amman - Jordan

### CAREER OBJECTIVE

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To join a well established organization where I can contribute by providing professional accounting tasks utilizing my knowledge and experience; and be a member of the company team to achieve organizational objectives.

### EXPERIENCE

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**Sep.2017 – Present    Global Brand Trucks Zarqa Free Zone    (T. Gargour & Fils Co.)**

**Amman, Jordan**

*Senior Accountant*

- Prepare The Chart of Account in the Accounting System (**AUTOLINE**).
- Prepare the Accounting Transactions & records, Bank Transactions & Reconciliation & Assets Recording.
- Prepare Financial Reports for the management.
- Follow up Social Security & Human Resources & Salaries Preparation.

**Feb.2017 – Jun 2017    QATARI SAUDI CO. FOR INDUSTRIAL TRANSFORMATION**

**Doha, Qatar**

*Chief Accountant,*

- Monitor the recording of financial transactions according to company policies and procedures.
- Review and Recommendation of changes to existing accounting Procedures.
- Perform financial analysis and generate financial and management reports and respond to management queries.
- Perform month-end closing activities, reconciliations and Journal Entries.
- Evaluate current accounting systems and recommend of improvements to implement strong internal controls, improving job roles and compliance with laws and regulations mainly VAT.
- Provide guidance and coaching to junior accountants to improve work performance.
- Manage audit activities and provide required information and documents.

**Mar.2015 – Jan.2016    JORDAN AMERICAN FOOD CO.**

**Amman, Jordan**

*Senior Accountant*

- Manage bank accounts including internal transfers between accounts and bank reconciliations.
  - Responsible for Accounts Payable booking, reconciliations and preparing payments on due date.
  - Reconcile Accounts Payable and Accounts Receivable subledgers with General Ledger and solve the issues.
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**Jan. 2013 – Feb 2015 Freelancer**

**Amman, Jordan**

**Michael Maurice Financial Services**

*Outsourced Accounting Services*

- Prepare and arrange the accounting records and chart of accounts coherent with customer's type of business
- Review and recommend improvements of Internal controls and compliance
- Prepare reconciliations for Accounts Receivables, Accounts Payables, and bank accounts.
- Provide Payroll & Social Security Services including tax calculations in compliance with the Income Tax Law
- Prepare and Manage Income Tax and Sales Tax Declarations including calculations and submission in accordance to the tax regulations.
- Provide management financial reports and manage external audits.

**Feb.2010 – Aug.2011 Insight Business Solutions**

**Amman, Jordan**

*Financial Senior Accountant & Consultant*

- Functional Consultant for Microsoft Dynamics Great Plains ERP System: For AlMadar Al Jadid Mobile Telecom. - Tripoli Libya.
- Responsible for training and coaching accountants to use Microsoft Great Plains ERP system Purchasing Module, Sales Module, Financial Module and & Fixed Assets Module.
- Provide Technical support for data collection and conversion to import to Data Bases especially for the fixed assets and Chart of Account.
- Assist and coach Financial Management Department for preparing and allocating the opening balances from the old system to the GP system.
- Review of Accounting Cycle and recommend improvements required for implementing GP System and using the new Chart of Accounts and system modules.
- Financial Senior Accountant:
- Structure of Chart of Account and Analytical Accounting imported in the accounting system Microsoft GP.
- Prepare work instructions and time reporting process for employees to reflect time spent of projects through analytical accounting option of accounting system.
- Prepare Income Tax and Sales Tax Returns in compliance with tax laws and ensure timely submissions.
- Prepare accounting records, transactions, Financial and HR reporting to management

**Nov.2007- May 2009 PWC Logistics - Agility**

**Aqaba, Jordan**

*Accountant*

- Manage Accounting Team for Aqaba branch to ensure Accounts Payable transactions, supplier payments are duly recorded on timely manner and Suppliers' accounts are well reconciled. Authorized for signing the CHQ. Payments for Five thousand JOD.
- Manage and follow up on Warehousing Data operations, including issuance of sales invoices and recording of accounts receivables, invoices and postings to accounting system.
- Prepare reconciliations for Accounts Receivables and Accounts Payables sub ledgers with General Ledger and solve any issues.
- Manage Accounts Receivable and Accounts Payables reconciliations with customers and vendors as prepared by accountants, and solve any issues.
- Generate management financial analysis reports for actual verses Budgets.
- Prepare and document the Income Tax and Sales Tax Returns and applicable accounting entries. .
- Manage daily treasury operations by monitoring the actual balances of Cash on Hand and at Banks, prepare required internal bank transfers and bank deposits, and reporting to management.
- Review and approve suppliers' payments prepared by Accounts Payable accountant and ensure cash availability.
- Implement internal controls and spot checks on main and petty cash book balances with the actual cash on hand with cash holders on regular basis.
- Maintaining reporting and reconciliation for treasury accounts continuously with bank accounts

and prepare Bank Reconciliations

- Follow up the cash advance payments released to employees in coordination with the cash keepers and action to recover them promptly.
- Recommend and implement procedures to improve internal control over treasury.
- Review actual cash flow statements compared with budget and manage actions with head office.
- Collect supporting documents of accounts opening, including contracts or agreements with clients.
- Oversee the day to day Warehousing suppliers' invoices and ensure proper supporting documentation relating to suppliers' transactions which includes valid invoices, offers, and purchase orders duly approved by Procurement Department and according to budgets. or.
- Follow up prepayments to Warehousing suppliers and book the necessary amortizations on timely manner.
- Ensure prompt Warehousing invoices data entry to Fixed Assets module and validate the related transactions. This includes approving all related transactions and ensure proper capitalization as per company policy.
- Ensure proper computation of depreciation expenses under acceptable rates.

**Mar.2004 - Jan.2007      Action Express International Co. Ltd      Amman, Jordan**  
*Accountant*

- Check and Handle the sales transactions and invoices of shipments and prepare the required bookings. Ensure proper supporting documents and archiving.
- Reconcile Accounts Receivable and issue the cash sales vouchers.
- Reconcile cash and bank accounts and preparing bank deposits with related transactions.
- Review the pricing of Air Way Bills according to the agreed rates with airline companies.
- Preparing the amortization for prepaid expenses and the applicable transactions
- Responsible for fixed assets register and depreciation including related transactions.
- Reconcile and follow up on Bank guarantees and prepare related transactions.
- Reconcile Accounts Payable, prepare payments on due date.
- Assist with preparation of income tax and statutory audit requirements and documentation.

## **EDUCATION**

**2000 - 2004      Applied Sciences University Amman, Jordan**  
**Accounting (BSc/BA)**  
**1985 – 1999      National Orthodox School High School /**  
**Scientific Stream Amman, 1999.**

## **IT & ACCOUNTING SKILLS**

- Windows & Office tools (Excel) Advanced
- Excellent accounting program Advanced Knowledge:
- ORACLE FINANCIAL
- MICROSOFT GREAT PLAINS
- QUICK BOOKS
- SAP Business One
- AUTOLINE Accounting System

## **TRAINING COURSES**

- **Bawab and Co. Certified Public Accountants Amman- Jordan Sep. 2003 Training for one month**

*Trained on the following tasks:*

- Auditing payment vouchers and ensuring correct serial numbers.
- Auditing sales invoices.
- Opening current year audit files.
- Tracing transactions from source documents (sales invoice, payment voucher, etc) to Journal Ledgers, General Ledgers, and Sub Ledgers.
- Going through computerized accounting systems.
- Training Course in Excel Advanced for a total 25 Hours from 23/03/2011 to 20/04/2011 at Pioneers Operational Risk Management.
- CISA training course
- CMA training courses
- JCPA training course

## **Professional References**

will be given upon request