

MOHAMAD DAIB, CMA

OBJECTIVE	To obtain staff accountant position - financial analyst in which my current analytical skills and my experience in accounting will be fully utilized.	
PROFESSIONAL SUMMARY	<ul style="list-style-type: none"> Financial accounting: accounts receivable, accounts payable, bank reconciliation, GL accounts reconciliation, journal entries, fixed asset & inventory maintenance. Managerial accounting: budgeting and forecasting, performance management, cost management accounting, financial performance metrics, managing current assets & marginal analysis applications. Analyses skills: financial statement analysis, variance analysis, cost-volume-profit analyses (CVP), net present value (NPV), internal rate of return (IRR), & profitability index (PI). Advanced Microsoft. excel skills include V-lookup, pivot tables, data management functions & macros. Other application include SAP, Quick books and Microsoft. Access. 	
EXPERIENCE	<p>Staff Accountant, Accountemps – Robert half 4/1/2013 – Current</p> <ul style="list-style-type: none"> Record, classify, & summarize financial transactions & events in accordance with GAAP Review, verify & interpret major balance sheet accounts & work with management to resolve any conflict Ensure financial information recorded accurately including month-end entries into GL accounts. Creating General Ledger production, month-end financial reports, preparing journal entries, constructing financial statements, managing fixed assets & other balance sheet accounts. Compile & analyze financial information for assigned business unit; prepare periodic variance analysis explaining actual results compared to plan, communicate findings to management as appropriate. Assist in the development of budgets, forecasts, pro-forma analysis Develop common size financial statement to forecast expenses trend pattern. <p>Accountant, Alliant University 2/1/2013 – 3/1/2013</p> <ul style="list-style-type: none"> Support staff & senior accountants with bookkeeping GL transactions, & reconcile GL accounts Identify & resolve with controller revenue, and do other reports required. Reconcile bank statements & book necessary journals entries <p>Accountant, Senior Care Insurance Services 9/1/2011 – 10/1/2012</p> <ul style="list-style-type: none"> Analyze financial statements on a monthly basis & reported on variances. Report on breakeven points by products, work centers, & sales persons. Analyze capital budgeting requests with NPV & IRR. Prepare journal entries include AP, AR & closing entries. Prepare monthly financial reports include roll forwards repots. Perform GL reconciliation, including cash & bank accounts, receivables, & payable accounts. <p>Accountant, Copmubase international 4/1/2008 – 6/1/2009</p> <ul style="list-style-type: none"> Perform day to day operational accounting. Prepare assets roll forward, financial statement. Maintain fixed assets & inventory management system. Maintain cash & A/P, A/R, bank accounts reconciliation, & other balance sheet accounts. 	
EDUCATION	<ul style="list-style-type: none"> Lincoln university – MBA, with concentration in finance & investment Hashemite university – Bachelor degree in MIS & Accounting 	<p>5/1/2011</p> <p>10/1/2008</p>
CERTIFICATION	<ul style="list-style-type: none"> CMA CPA candidate - (in progress) 	