

Curriculum vitae

PERSONAL INFORMATION

Ahmad Mustafa

📍 35 Madina Street, 11118 Amman (Jordan)

☎ 012345678910

✉ ahmad-mustafa@Gmail.com

WORK EXPERIENCE

2010–Present

Deputy Finance Manager

Ace Holdings Plc Jordan, Amman (Jordan)

- Planned and co-ordinated computerisation of the management accounts system.
- Trained staff in the use of the new system, provided concise and effective guidelines and designed a training plan.
- Reduced the cost of supplies by 11% in 2001-2002, and was able to make savings by thinking creatively and identifying alternative methods of purchasing goods.
- Strengthened and simplified the reporting of financial information.
- Researched a detailed marketing study leading to a refocused annual marketing plan.
- Handled credit analyses and made credit recommendations.

2004–2010

Management Accountant

PWC, Amman (Jordan)

- Prepared regular financial statements and accounts, such as profit and loss accounts.
- Analysed company performance
- Monitored spending, costs and budgets
- Interviewed clients
- Supervised an office of nine staff

2002–2004

Accounts Technician

Amaris, Tunis (Tunisia)

- Assisted with ledger accounts and budget preparation
- Prepared statements showing income and expenditure
- Processed expenses claims

EDUCATION AND TRAINING

2011–2012

CIMA Certification

Talal Abu-Ghazaleh Academy, Amman (Jordan)

2000–2002

Master of Business Administration (MBA)

The Open University, Walton Hall (United Kingdom)

Courses studied include:

- Managing performance and change
- Financial strategy
- Business operations: delivering value

1996–2000

Bachelor of Business Administration

University of Jordan, Amman (Jordan)

Projects included:

- Analysis of change strategy within current company
- Review of accounting systems, including proposals for future developments

PERSONAL SKILLS

Other skills

- Data analysis
- Tax understanding
- Month-end closings
- Billing knowledge
- Self-motivated
- Strong verbal communication
- Time management

ADDITIONAL INFORMATION

- IT skills: use Microsoft Office and SAGE financial management software on a daily basis to write documents, prepare presentations, store and manipulate data and produce financial reports.
- Part-time study of the courses described above required self-discipline, time-management skills and determination. I developed a much broader awareness and understanding of company systems and functions as a result of study.
- I am a keen member of a local amateur dramatics society, and have been stage manager for the last four years. This provides an additional arena to further develop my organisational and people-management skills.
- Currently treasurer of my children's primary school PTA. This requires careful thoughts on how to present financial information to members of PTA who are without financial knowledge.
- Regular swimming (twice a week) to keep fit.
- My language skills include conversational Spanish and French. I have taken several evening classes to develop my confidence when communicating on holiday.
- I have a full clean driving licence.