NESREEN ALRAYES

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***Career Objective***

I am seeking a full-time position that would allow me to make a difference and build a positive and rewarding career in my professional field.

***Education***

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| Aug 1996 - Jun 1999 | ***Degree: Bachelor’s in Accounting*** |
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***Work History***

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| 2018  2020  2017 -  2018 | ***Accounts Receivable***  ***United Travel Agency***  ***Job Description: -***   * ***Reconciliation/ Settlement of clients’ accounts.*** * ***Preparation of collection reports, twice month.*** * ***Assisting/ communicating with the clients regarding their accounts and collection matters. (BY Emails, Phone calls).*** * ***Preparing adjustments on client accounts.*** * ***Sending Emails to the clients on daily basis.*** * ***Enter bank transfers for the clients.***   ***Office Manager and Marketing Manager***  ***Baha Awamleh Est. for New Technology***  ***Job Description: -***   * ***Managing the office and the employees.*** * ***Managing of the advertising on media and social media Like (Facebook, WhatsApp and snapchat and others media).*** * ***Maximizing revenues of the company building and managing a sales plans long and short terms.*** * ***Develop business requirements.*** |
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| 2014 -  2015 | ***HR Officer***  ***Jordanian PC-Zone***  ***Job Description: -***   * ***Develop and implement HR strategies and initiatives aligned with the overall business strategy*** * ***Maintains a human resources system that meets top management information needs and reports.*** * ***Advises management in appropriate resolution of employee relations issues.*** * ***Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.*** * ***Maintains the work structure by updating job requirements and job descriptions for all positions.*** * ***Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.*** * ***Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.*** * ***Develop business requirements.*** |
| 2009 -  2014 | ***Credit Management Leader***  ***Wholesale Business Unit***  ***Orange - Jordan Telecom Group***  ***Job Description: -***   * ***Maximizing revenue and reducing financial exposure through the tracking and improvement of wholesale cash collections.*** * ***Ranking the credit risk each overdue account represents and choosing different treatments for different customers Support customers*** * ***Defining recommending actions to be taken.*** * ***Issuing daily, monthly, information sheet and estimation report for traffic using G-Interco application.*** * ***Issuing incoming and outgoing analysis traffic report on daily basis using the VTT terminal.*** * ***Swap deals monitoring and analysis on weekly basis.*** * ***Regular monitoring on Traffic volumes from both VTT and G- Interco application to find if there is any discrepancy between them.*** |

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| 2006 -  2009 | ***Accountant***  ***Credit Control Department***  ***Talal Abu Ghazaleh International***  ***Job Description: -***   * ***Reconciliation/ Settlement of clients’ accounts.*** * ***Coordination between head office and group offices*** * ***Preparation of collection reports*** * ***Assisting/ communicating with the clients regarding their accounts and collection matters.*** |
| 1999 -  2001 | ***Accountant***  ***Terra Sancta Tourist Co. Ltd (Alitalia)***  ***Job Description: -***   * ***Recording all invoices issued by Alitalia*** * ***Preparing adjustments on client accounts*** * ***Financial analysis pertaining to revenues and expenses mentioned in balance sheets and income statement.*** * ***Recording and issuing all accounting entries and preparing the monthly reports - balance sheet, income statements and cash flow statement.*** * ***Preparing salaries statement*** * ***Reviewing all accounting entries before posting to accounting system.*** * ***Dealing with the external auditor and preparing the financial note upon his requests.*** * ***Preparing matching reports.*** |

***Software Skills***

***Microsoft Office ( Word, Excel and other microsoft products )***

***OTHER SKILLS & ABILITIES***

***• Excellent communication and problem-solving skills.  
• Self-motivate, work independently, or with work with a group.   
• Problem-solving and decision-making aptitude.***

* ***Experience and judgment to plan and accomplish goals.***

***• Ability to work on multiple projects at any given time.  
• Ability to exercise sound judgment in setting priorities.  
• Highly motivated individuals work well on a team in a fast-passed environment will be successful***