



شركة الصناعات البتروكيمياوية الوسيطة المساهمة العامة المحدودة

INTERMEDIATE PETROCHEMICALS INDUSTRIES CO. LTD.

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السادة هيئة الأوراق المالية المحترمين

تحية واحترام؛

نطبقا لتعليمات الإفصاح الخاصة بالشركات المساهمة العامة المحدودة بخصوص العينات الخاصة

بالاشخاص المطلعين في الشركة نرجو اعلامكم بأنه تم تعيين السيد محمد جميل محمد الطحل بوظيفة

مدقق مالي داخلي للشركة اعتبارا من ٢٠١٢/٠١/٠٧.

واقبلوا وافرا الاحترام،،،

المدير العام

المهندس صعب عبد الوهاب الزعبي

- مرفق طيه السيرة الذاتية
- صورة عن هوية الاحوال

هيئة الأوراق المالية
السلطة العامة
السيد يسوان

٨ كانون الثاني ٢٠١٢

الرقم المتسلسل :
رقم المسند :
الجهة المختصة :

نسخة //

السادة مركز ايداع الاوراق المالية
السادة بورصة عمان

Curriculum Vitae

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Objective

To seek a challenging position within a reputed organization in the field of **Administration / Finance & Accounts** and invest all my professional expertise, qualification, valuable experience to the optimum level, to facilitate continued career growth.

Personal & Professional Profile

- Over 20 years of professional experience in the field of Accounting.
- Commerce graduate (B. Com.)
- Strong managerial, administrative and organizational skills.
- Capable of handling Accounts up to finalization
- Self-motivated, proactive and focused individual with the ability to work under pressure
- Knowledge of forecasting, budgeting, variance analysis and internal control procedure implementation and appraisal
- Linguist-Arabic, English & basic Hindi
- Ability to generate prompt & accurate reports

Previous Years Experiences:-

- Jordan Bahrain Paper Industries Co. - Amman (From 26th May 2010 till Today)
- Al-Thuraya Travel & Tourism - Amman (From Feb 2008 till 21st May 2010)
- Sadeen Amman Hotel - Khaldia (From 1st June 2002 till 31.1.2008)
- Abu-Khaleel Cont. & Trading Co. - Jabal Al-Hussain (From June 2000 till June 2002)
- Al-Riyadh Detergents Industries Co- Sahab Area (From Apr. 1996 till June 2000)
- Arab Ceramic Industries Co- Sahab Area (From June 1994 till March 1996)
- Abu-Dail Industrial Co- Irbid Area (From March 1992 till Dec. 1993)
- Kuwait Construction Material Co- (State of Kuwait) (From Jan. 1988 till Feb. 1991)

Professional Experience

- ❖ May 2010 till Today Jordan Bahrain Paper Industries Co. - Jordan -
At the position of (Accounts Manager) Al Mafrag

❖ **February 2008 till 21th May 2010 Al-Thuraya Travel & Tourism Amman -**

At the position of (Finance Manager) Wadi Sqara Area

- Preparation & analysis of Accounting & Financial data on a monthly basis of evaluation by the Senior Management
- Handling the budgeting, finance & cost control of projects
- Monitoring and ensuring the planned progress of the projects talker.
- Setting up & implementing internal control, evaluation of the effectiveness of the internal control occasionally
- Manage projects related to the cash flow plans and handle the working capital management
- Preparation of annual/ year-end audit with the external auditors which included preparation, checking & evaluation of Audit schedules
- Establishing & implementing organizational goals in co-ordinating with the top management
- Conducting regular banking transactions, reviewing and monitoring of accounts receivables
- Preparing of Monthly Reports such as cash flow Statements, job costing statements, reports related to contracts and subcontracts
- Preparation of profit & loss account, balance sheets till finalization
- Handling the salaries and pension schemes of the staff
- Submitted daily/ monthly Finance & sales reports to management (weekly/monthly)
- Negotiated with overseas suppliers and customers
- Comparative analysis for management
- Responsible for all the accounts, banking and periodical management information generation
- Analysis the administration/marketing general exp. Particularly to inform the head management about the size of exp. Individually
- Analysis the trial Balance + profit & loss statement
- Analysis Statement of Account for creditors (Aging Report)
- Analysis statements of Account for debtors for collection
- Auditing the daily vouchers movement
- Definition the new accounts (for the accountants)
- Following & monitoring the job orders

❖ **Sadeen Amman Hotel (from Feb 2002 till Jan 2008) - Amman / Khelda**

- Responsibilities include maintaining Books of Accounts in a total Computerised environment
- Following payments related to suppliers
- Preparing monthly reports such as fund flow statements
- Preparation of monthly financial statements, budgetary control statements, profit and loss account statement and balance sheet
- Direct the maintenance of general of subsidiary ledgers, accounts payable, revenue, revenue distribution, depreciation, cost property, operating expenses
- Direct the installation and maintenance of accounting records to show receipts and expenditures
- Assist in development and implementation of goals, policies and procedures related to financial management, budget, accounting
- Supervise and participate in preparation of various financial statements and reports
- Prepare statements and forecast costs and revenues

- Checking and auditing purchasing invoices as agreements before entries in vouchers
- Auditing the Night audit report (Fidelio system) them all revenues if Dept. , C/ledger invoices , cash movement & visa / master cards collections
- After check the DNA Report (final ready) preparing the revenue voucher with deposit the cash in the bank
- Monthly bank reconciliation
- Follow of preparing the salaries on time with full checkup & Review
- Supervise Stock taking every year end

❖ **Abu Khaleel Contracting Co. (From June 2000 till June 2002) Amman - Jabal Al Hussien**

- Establish system controls for new financial systems and develop procedures to improve existing systems
- Submitted Finance & Sales reports to management
- Prepared final accounts for the management
- Following banking transactions
- Negotiated with overseas suppliers and customers
- Entries the daily vouchers (as real estate Co.) in the collection of monthly rents posting the vouchers in the system.
- Preparing statement of cash exp. (weekly) for the supervisor of the buildings
- Preparing trail balance , profit & loss statement monthly to submit for management

Educational Qualification

- Bachelors Degree in Commerce (B.Com.) from Mathwada University, India- 1983 to 1987
- Higher Secondary School Examination from Kuwait

Computer Skills

- Knowledge of Microsoft Office Packages-MS Word, MS Excel
- Accounting Software's
- Well versed with usage of internet and E-mail

Languages Skills

- Arabic, English & basic speaking Hindi

Hobbies

- Reading & Playing Football

Personal Details

- Year of Birth: 1962
- Place of Birth: Kuwait
- Nationality: Jordanian
- Marital Status: Married

References

- will be readily furnished on request