



# Majdi R. Omar

*Financial Advisor, Internal Auditor, Controller*

## CAREER OBJECTIVE

Seeking a challenging position with progressive organization, where there is an opportunity for growth and creativity.

## CONTACT INFORMATION

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## PERSONAL INFORMATION

- Gender: Male
- Nationality: Jordanian
- Date Of Birth: 27<sup>th</sup> July 1968
- Marital Status: Married

## CORE COMPETENCES

-Seek to provide a significant value Addition to a facility and strive to Achieve its objectives.  
-Work with integrity, efficiency And perfection.  
-The combination of theory and Practice and between theoretical Financial knowledge and between Operating and financial and Administrative operations on the Ground.

## EDUCATION

### -Bachelor Degree

In Business Administration& Economics  
University of Jordan - 1990.

## EXPERIENCE

### Larisa Company for management consulting

Co-founder –Director of Finance Jan 2022- Jan 2023  
- Hospitality development consulting company

### Samawer Restaurant

Financial consultant Jan 2022- Mar 2022

### Al- Ahli Club of Jordan

#### Volunteering work :

I Board Member, **Director of Finance** Aug 2019 – Feb 2022  
II Head of **Audit Committee Member** Feb 2019 – Jul 2019

### Responsibilities

- Preparing forecasts and department-wise budgets in line with the Organization's financial goals.
- Establish internal controls through policies & procedures to maintain A secure financial situation.
- Periodically monitor & project cash flow in order to schedule payments.
- Anticipate & control financial risk by implementing effective strategies.
- Review financial data, analyze costs & approve financial transactions Accordingly.
- Prepare weekly/monthly/yearly reports to project financial situation For accurate decision making.
- Develop a strategic vision and strategy that clearly defines objectives Around Accounting, Financial, cash and liquidity management.
- To be a catalyst/business partner in development of business models Sensitivity analysis, what if scenarios which will aid in decision making.
- Better working capital management; improved banking relationships Control improvement; reduced risk of errors, omissions or fraud; and Potential workflow efficiencies.

- Ability and extensive experience In monitoring, vulnerability Detection, risk detection and Reduction.
- Continuous daily monitoring, Auditing and follow-up on Administrative, financial and Operational work.
- Willingness to work and provide My services to the various Profitable and non-profit Establishments sector, hotels and Restaurants.

## QUALIFICATIONS

- CIA Certified Internal Auditor (Preparation Course) From Morgan International Training Center, Jordan - 2017.
- Accounting application (Scala, Flash Back, Material Control, Fbm).
- Payroll application (OASYS, BAYAN).
- Accounting Course Training Diploma in commercial companies.

## TRAINING COURSES

- Starwood Leadership
- Service Culture
- Fire extinguishing
- Safety & Security
- Guest Satisfaction
- HR Rules & Regulations
- Grooming & Hygiene
- Smile & Greet
- Talk & Listen
- Super Star Manager/Supervisor
- Answer & Anticipate

- Finalizes monthly financial statements in accordance with IFRS.
- Reports to Management and works with analysis of business Performance.

### **-Internal Auditor & Controller**

**July 2011 - July 2018**

Royal Automobile Club of Jordan (RACJ)

#### ***Responsibilities***

- Conducts and directs audit plans.
- Ongoing reviews of organization controls.
- Cost Control.
- Review compliance with organization policies, procedures and country Laws and regulations.
- Review proper application of accounting & financial controls, compliance Procedures and timeliness of documentation generation.
- Compiles and issues reports detailing conclusions and providing Recommendations for improvements.
- Prepare financial budget for internal audit department.
- Improving an organization's governance, risk management and Management controls by providing insight and recommendations based On analyses and assessments of data and business process.
- Coordinate with the corporations subsidiaries all matters related to the Execution of internal audits.

### **-Deputy Director of Finance**

**June 2010 - June 2011**

Sheraton Amman Al-Nabil Hotel& Towers

#### ***Responsibilities***

- Forecasting of long term and short term liquidity and monitoring of the Same with the actuals and ensure that remedial actions taken.
- Building of financial models in line with business requirements and what If scenarios to various sensitivity analysis for decision making.
- Liaise with & provide support to internal departments to ensure efficient Operations within the company.
- Periodically monitor & project cash flow in order to schedule payments.
- Anticipate & control financial risk by implementing effective strategies.
- Prepare weekly/monthly/yearly reports to project financial situation For accurate decision making.
- Develop a strategic vision and strategy that clearly defines objectives Around Accounting, Financial, cash and liquidity management.
- To be a catalyst/business partner in development of business models Sensitivity analysis, what if scenarios which will aid in decision making.

- Resolve Through WOW Guideline
- Be Hot
- Managing Upwards Managers Level.
- Behavioral Interviews.
- From 600 Turn-Around Supervisors to Leaders:-
- ✓Optimizing your Schedule
- ✓PMP
- ✓Disciplinary
- ✓Leadership skills
- ✓Time Management

## WORK SKILLS

- Team work
- Work under pressure
- Self- Motivated
- Hardworking.

## PERSONAL SKILLS

- ✓Time management
- ✓Fast work
- ✓Productivity
- ✓Communication Skills
- ✓Creativity
- ✓Leadership
- ✓Flexibility

## MEMBERSHIPS

- Member at Ahli Club of Jordan.
- Member at The Circassia Charity Association.

## COMPUTER SKILLS

- Microsoft office
- Internet.

## LANGUAGES

- Arabic: Native (tongue language)
- English :Fluent

- Controls receivables and customers management not restricted to Credit Control.
- Reporting in line with Reporting calendar agreed with CFO.

- Promptly advice the Director of Finance of any “red flag” area which Could result in financial damage to the hotel.
- Monitor on a regular basis with the Director of Finance the department Direct purchases and expenses as to reduce hotel cost.
- Keep confidential any financial and other information related to the hotel.
- Supervise the preparation of local and home office reports and financial Statements. Maintain legal books of the hotel, prepare standard and Miscellaneous journal vouchers for monthly closing. Prepare final trial Balance, profit & loss statement, FRS, MMR and Daily Activity Report. Prepare analysis for the monthly results and comparison against budget And prior year.

### -Chief Accountant

**Apr 2005 - June 2010**

Sheraton Amman Al-Nabil Hotel& Towers

### **Responsibilities**

- Prepare & maintain Balance sheets, Income/ profit & loss, cash flow Statements.
- Handling management & financial accounts & issuance of relevant Analytical report Preparation & monitoring of cash flows & budget.
- Recommends and implements, on a continuing basis suitable accounting Policies and procedures for the Prepares annual budgets for all the Activities of the Develops, maintains, approves and keeps up to-date A chart of accounts.
- Periodically reviews the adequacy of internal controls over accounting And financial policies and procedures.
- Conduct & prepare monthly GL account analysis of payables, receivables, Pre-paid and deferred accounts & generate necessary journal entries.
- Coordinate and supervise the department internal self-control cycles.
- Prepare annual operating/ investment budget & its proper Implementation.
- Prepare financial reports for management on a periodic basis & provide Write-up/ Analysis on the year to date performance.
- Prepare annual auditors work papers; assist outside auditors including Preparation of schedules, explaining supporting materials & procedures.
- Prepare and calculate monthly payroll & the related payroll declarations.
- Ensure adherence to the local laws & corporate policies.

## REFERENCE

Available upon Request.

-Possess ability to deal effectively with all level of management within the Hotel, with the Home Office and the Owning Company to accomplish Objectives through personal relationships where little formal authority Exists.

### **-Cost Controller**

**Sep 2002 - Apr 2005**

Sheraton Amman Al-Nabil Hotel& Towers

#### ***Responsibilities***

- Seeking opportunities for cost saving, without effecting qualities and Standards.
- Monitor the high-risk inventory and non-inventory items, conduct detail Analysis against quality/yield standards and prepare variance report.
- Support preparation of all cost adjustment journal entries and all related Financial reports required for monthly closing of accounts.
- Support yearly budgeting process by providing necessary financial report.
- Follow all relevant policies, procedures, and instructions so that work is Carried out in a controlled and consistent manner.
- Maintain a daily and cumulative monthly record of food and beverage Requisitions and direct purchases issued to the producing department Without requisition.
- Monitor procedures for issuing store items from storerooms to ensure That such merchandise is issued only on written requisition signed by A properly authorized person.
- Conduct cash spot checks on retails F&B retail outlets, report Discrepancies and ensure corrective actions against non-compliance.
- Ensure that all merchandise is stored in properly locked storage areas and Monitor security control of keys for all such areas.
- Conduct periodic buffet costing (outlets, banqueting) and cost all new Menu.

### **-Cost Controller**

**Jan 2001 - Sep 2002**

Sheraton Amman Al-Nabil Hotel& Towers

#### **Alia Gateway Hotel**

**I: Assistant Cost Controller**

**Jan 1999 - Jan 2001**

**II: Night Auditor**

**Jan 1998 - Jan 1999**

**III: Front Office Cashier**

**Jan 1994 - Jan 1998**

**V: Food& Beverage Cashier**

**Dec 1992 - Dec1994**