

CURRICULUM VITAE

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OBJECTIVE:

To utilize and further develop self-talents & management skills in the field of accounts and Administration in a professional environment, which desires a team player with exceptional leadership ability, enthusiasm, proven skills, dedication and favorable in terms of growth.

EDUCATION:

- · University.
 - 2002, B.Sc. Degree in Accounting from Applied Science University (Amman Jordan)

JOB EXPERIENCES

* Feb 2015 - Present

International Industrial Supply FZC - Sharjah UAE

Position : Operation Director

Job responsibilities:

- Ensuring financial targets and other agreed targets are met in all departments
- Reviewing working practices to ascertain if it is successful and if not, devise an alternative
- Keeping employees motivated and organizing appropriate training
- Ensuring the business operates within the company's mission statement
- Investigating customer satisfaction and reporting any issues
- Working with department heads and senior management to get the best performance from staff
- Driving the business to increase profits
- Working with legal departments on any matters that occur
- Reviewing and approving equipment needs

♦ June 2013 - Feb 2015

International Industrial Supply FZC - Sharjah UAE

Position ; Finance Manager Job responsibilities;

- Supervises activities of the Accounts Department which consists of 4 accountants, imparting proper training and guidance to the staff and lead them to accomplish the set goals
- Prepare, update and follow up the cash flow of the company.
- Building direct strong relationships with banks senior managers.