Mohammed Abdulla Al Jaberi



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Objectives

Applying development cycles and improves the work to upgrade the institution that I work with to the scope of International Quality, supervise and participate in the development and implementation of strategic plans which the institution can gain the consent of each of its employees and clients.

Professional Experiences

Financial Controller:

- Receiving the Agreement and read it carefully.
- Check the documents which is attached with the agreement.
- Ask for the letter which shows the manager and the members of the technical committee
- Create a financial account for the project to send money for the beneficiary.
- Record the amount for the beneficiary after sending the invoice with the acceptance from the Technical committee.
- Save a soft copy of the invoice as a back up.
- Send the original documents to the financial administration to check back and send money.

Academic Qualifications

- Bachelor in Business – Finance and Banking | 2010 - 2013
Al Ain University Of Science And Technology , Al Ain - UAE

Experiences

- Financial Auditor | 2013 – till the day (Abu Dhabi Police GHQ)
  - General Directorate of Finance and Support - Engineering Project Management – Design Department.
  - General Directorate of Finance and Support – Engineering project management - Director Office Manager .
  - General Directorate of Finance and Support – Engineering project management - Finance Affairs Department .
  - Contracts Financial Manager till today .

- Awards, Compliment / Appreciation availed Certificates
  - Awards & Compliment/Appreciation
  - Creativity & Development – 2013
  - Applying Excellent Employee award.

- Courses attended
  - Development of Leadership Skills
  - Specialized program in the management of tenders, contracts and disputes.
  - Initial investigations and collect evidence.
  - Management of first aid after the crash.

- Technical skills / Applications (Windows/Mac)
  - Expert Microsoft Office Suite user and Expert Oracle user.
  - Expert in communication skills (email , outlook , … ect)
  - Team Player, enthusiast and well organized.

- Personal Information
  - Nationality: UAE
  - Martial status: Married with 3 dependents
  - P/D of birth: UAE, 21/4/1985
  - Languages: English (fluent R&W), Arabic (fluent R&W)