

Shaher Al Motawe

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A dedicated accounting professional skilled in accounts payable and receivable, bookkeeping, financial statements and reports, and general ledger reconciliations with practical experience to meet tight timelines with a high level of accuracy.

PERSONAL PROFILE

- Over 7 years of corporate accounting and bookkeeping experience, applying accuracy and attention to detail to ensure customers were invoiced quickly to maximize cashflow
- Skillful leadership and supervisory skills that foster teamwork in a high-tempo environment
- Committed to cultivating an inclusive workspace that builds diversity strengths and cooperation
- Professional and ethical communicator with solid computer skills in **MS Office software** and accounting software such as **Sage 50, QuickBooks Desktop** and **QuickBooks Online**

EDUCATION

Business Accounting Diploma with Distinction <i>St. Lawrence College, Kingston, Ontario, Canada</i>	2021
WES Canadian Equivalency / Bachelor of Economics /Accounting <i>World Education Services, Toronto, Ontario, Canada</i>	2021
Accounting Training Program Certificate <i>G-Tac Diversity Staffing Solutions, Ottawa, Ontario, Canada</i>	2022
QuickBooks Desktop ProAdvisor <i>Intuit QuickBooks</i>	2022
QuickBooks Desktop Premium Certificate <i>Academy of Learning College, Kingston, Ontario, Canada</i>	2018

Employment Experience

Bookkeeper and Accountant Clerk:

2010 - 2015

Ministry of Finance, Syria

- Posted the transactions to the journal entries and general journal day by day so that there was no accumulation of work and to be able to match transactions at the end of the month
- Produced monthly financial reports on company budgetary status, cash flow, asset management revenues, and expenditures and debt to ensure that the company was achieving its expected profits
- Reported the trial balance and the closing entries for the financial department so that the financial director could write his financial report for the new year
- Adhered to departmental controls and regulations, maintained ethical conduct at all times and promoted respect among employees
- Managed monthly expenditures and deliver expenditure reports to management to ensure that they match the total company invoices
- Organized receipts, financial documentation, and invoices to clients to be able to register their transactions and for the store to increase its cash flow

Accountant, Bookkeeper, Payroll Coordinator and Store Manager:

2021 - Current

Royal Rooster Shawarma, Ottawa, ON

- Process the bi-weekly Payroll to the employees accurately using QuickBooks Online so that all employees get paid on time
- Post all vendors' invoices day by day to avoid any accumulation so that we can track our accounts payable easily
- Issue cheque's payments to vendors weekly to avoid any interest payment and to get any discount terms if available
- Process the bank reconciliation to ensure the competence of transactions
- Manage staff and provide them feedback to maintain a high level of employees morale
- Ensure that all employees adhere to the store uniform standards to give a good image of commitment and discipline to our customers
- Create an engaging and energetic environment where all employees work as a highly functional team