



النسر العربي للتأمين  
عضو مجموعة البنك العربي  
AL-NISR AL-ARABI INSURANCE  
PART OF ARAB BANK GROUP

009236 /1/9  
16 DEC 2010

APPOINTMENT - AAIN - 19/12/2010

السادة هيئة الأوراق المالية المحترمين  
عمان - الأردن

تحية وبعد،

الموضوع: تعيين مدير مالي

يرجى التكرم بالعلم بإستقالة السيدة سالي جاسر فاخوري من منصبها كمدير مالي في الشركة حيث سيكون آخر يوم عمل لها هو 2010/12/18 .

كما يرجى العلم بأنه قد تم تعيين السيد أمين ابراهيم صبري بوظيفة مدير مالي في الشركة اعتبارا من 2010/12/16، وتجدون مرفقا طيه السيرة الذاتية للسيد أمين.

واقبلوا الاحترام

المدير العام  
يعقوب عكاوييل سلايلا

السيد جبرول  
البور  
19/19

هيئة الأوراق المالية السادة المحترمين السادة
19 كانون الأول 2010
رقم التماس: 2010.2
رقم الملف: 2010.2
الجهة المختصة: 2010.2

نسخة الى:

الموارد البشرية

## Amin Sabri MBA , Part qualified ACCA

**Objective** Seeking a challenging job in an innovative and creative working environment related to my qualifications and experience.

**Date of Birth** 12/03/1977

**Experience** Dec 08 – Sep 10

Full time student at Kaplan financial in UK for studying ACCA (Certified Chartered Accountant)

Jan 08 –Dec 2008

Falcon Group LTD

Amman

### Company Profile

The Falcon Group of companies is a wholly owned and operated iraqi corporate entity providing unlimited client service. Falcon Group comprise of Falcon security, Falcon Construction, Falcon Trading, Falcon Real estate, Falcon Logistic, Falcon Batch Plant.

### Finance Manager

- Preparing financial and analytical reports in a timely manner and take corrective decisions.
- Establish, Improve and develop accounting systems and financial procedures manuals.
- Budget preparation and presentation and keep close relation with the CEO on Financial Strategic Planning.
- Ensure full compliance and adherence to internal control rules and regulations.
- Conducting a visibility studies and other investments evaluations.
- Managing Treasury and Liquidity Functions.
- Managing and supervising skills for the finance and human resources staff, in addition to provide continuous guidance and on job training to the department's staff.
- Coordinating with the other functional Departments to ensure coherent implementation against per-set policies.
- Overall supervision over Purchases, IT, warehouse, finance and accounting Departments to ensure adherence of company rules and policies.
- Providing the Top management with analytical studies and research alternatives to support corporate and business strategies.
- Negotiating with third parties such as banks, auditors, clients, suppliers and governmental institutions.
- Assist in forecasting revenues and expenditures expected and submits to Top management on monthly bases in addition to determination the market elasticity.
- Comparing budgeting with actual, to computing the variances against budget and take the necessary actions.
- Monitoring Accounting Information System (AIS) and assigned many times as a project manager for new ERP and CRM systems such as ACCPAC.

*Apr 04 – Jan 08*

*International General Insurance Holdings LTD*

*Amman*

#### **Company Profile**

International General Insurance Holdings Co. Ltd (IGI) is an international speciality insurer headquartered in Amman ,Jordan . IGI underwrites worldwide insurance and reinsurance business with its principal classes being energy , marine and commercial / industrial property. Capital & Surplus stands at US \$330 Million.

#### **Accounting Manager**

Reporting to: VP Finance

- Ensuring that all financial and administrative activities are carried out in accordance with the policies and regulations adopted by the company and that human and financial resources are utilized in the most efficient way.
- Managing a team of 7 accountants and cashier.
- Liaison with external auditors, preparing and submitting to the auditors the final trial balance , balance sheet, income statement and the supporting schedules.
- Preparing financial and analytical reports in a timely manner.
- Preparing the unearned policies report and the outstanding claims report at the end of each quarter.
- Help the IT department in integrating the accounting system ACCPAC with the underwriting solution.
- Ensure compliance and adherence to internal control rules and regulations.
- Managing Treasury and Liquidity Functions.
- Work with the VP Finance on preparing S&P rating requirement document and the rating model.
- Follow up and reporting on the company investments with the financial institutions and funds managers Merrill Lynch , Shuaa Capital, Coutts UK , Amwal Invest, .....etc.

*Oct 02 – Apr 04*

*Jordan Concrete Supply LTD*

*Amman*

#### **Senior Accountant**

- Supervise the accounting department (Accounting cycle, invoicing payroll, cash And banks, costing and purchases).
- Improve the computer software.
- Internal control procedures and following up.
- Financial statements for Management.
- Budgeting Cash Management , Costing, profitability analysis and cost center accounting.

**Dec 01- Oct 02**

**Golden Arrow Food Marketing & Dist**

**Amman**

**Accountant**

- Maintain accounting records using computerized Software/Amber.
- General Accounting, payroll, social security, income tax, sales tax, AP, AR and Treasury.
- Follow up all the shipment and preparing the cost sheet for all shipment, Inventory physical count, and end of month procedures.
- Representing the company with Social Security Corp, Income Tax dept and the Sales Tax dept.
- Preparing the weekly report every week and preparing monthly report in the end of each month.

**Nov99 – Dec 01**

**Zara Investment Holdings Co.**

**Amman**

**Accountant**

- Maintain accounting records using computerized Software/peachtree.
- General accounting A-Z, including payroll, social security, income tax, sales tax AP, AR and Treasury.
- Taking part in improving internal controls.
- Inventory physical count, and end of month procedures.
- Liaise and reconcile with the local owning company, and the managing company in UK.
- Work closely with Director (British) to deal with implement applicable Jordanian Regulations.

**Education**

**1995–1999**

**Applied Sciences University**

**Amman**

- B.Sc in Accounting (very good).

**2004-2006**

**New York Institute of Technology (NYIT) Amman**

- Masters in Business Administration, MBA.

**Dec 2008- Sep 2010**

- Full time student at Kaplan financial in UK for studying ACCA.
- Pass 10 papers out of 14.

**Skills**

Arabic: Mother tongue. Excellent command in English, written and spoken.

Strong command of several software applications; Word, Excel, and Power Point.

Computerized Financial system: ACCPAC, SAGE.

Knowledge of local laws and regulations.

**Reference**

Mr. Fouad Hussein Arab Jordanian Insurance Group 0777838080

Mr. Khaled Odeh Saraya 0776777618