

AHMAD M. AL ZGHELAT

Senior Store Keeper | Accountant

Al-Karak, Jordan

Date of Birth: 13 August 1990

Nationality: Jordanian

Marital Status: Married

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OBJECTIVE

Detail-oriented and dependable Store Keeper with over 8 years of experience in inventory management, procurement, and warehouse operations, supported by 4 years of accounting experience. Demonstrated ability to manage stock levels, verify deliveries, process requisitions, and coordinate with purchasing and cost control teams. Solid understanding of inventory systems and financial procedures, including vendor invoicing, cost tracking, and reporting. Proficient in MGS, OPERA, MC Microsoft Excel, and inventory documentation. Known for accuracy, organizational skills, and ensuring efficient and compliant store operations in fast-paced environments.

PROFESSIONAL EXPERIENCE

1. Employer: The Ritz-Carlton Hotel – Marriott Group

Duration: Dec 2022 – Present

Title: Store Keeper

Responsibilities:

- Maintained accurate inventory records and ensured proper documentation for all items.
- Verified incoming shipments against purchase orders and delivery notes.
- Coordinated with procurement and finance departments to align with internal policies.
- Monitored stock levels and generated timely reorder requests.
- Participated in regular inventory audits and supported cost control efforts.

2. Employer: Fouad Abu Jaber Group

Duration: Nov 2017 – Dec 2022

Title: General Accountant

Responsibilities:

- Prepared monthly financial statements and performance reports.
- Managed year-end audits and handled tax compliance.
- Processed payroll and monitored cash activity.
- Audited and processed vendor invoices.
- Liaised with banks, auditors, and government departments.

3. Employer: Rotana Hotel

Duration: Apr 2017 – Oct 2017

Title: Procurement Officer

Responsibilities:

- Created purchase requisitions and sourced cost-effective supplies.
- Built and managed relationships with vendors.
- Ensured timely delivery and resolved supplier issues.
- Assisted in budget reporting and cost reduction initiatives.

4. Employer: AL Royal Hotel

Duration: Dec 2013 – Apr 2017

Title: Store Keeper

Responsibilities:

- Managed inventory control and stockroom organization.
- Conducted periodic stock counts and maintained accurate records.
- Negotiated with suppliers to ensure best pricing and timely delivery.
- Assisted in purchase planning and budget control.

EDUCATION

Bachelor's Degree in **Accounting**

The Arab Academy for Management, Banking and Financial Sciences

Al-Karak, Jordan

2009 – 2013

TRAINING & CERTIFICATIONS

1. **English Course**

Entoneyo's Way School

July to December 2021

Amman, Jordan

2. **Accountants Qualification for the Job Market**

Sama for Accounting & Training, Trainer: Momen Khalaf

Intensive course equivalent to one year of practical experience in a commercial or industrial company.

15 July 2020

Amman, Jordan

3. **Excel Applications for Accountants and Financial Professionals**

Consultancy for Business Solutions

18 November to 9 December 2017

Amman, Jordan

4. **HACCP Code: 2003 Implementation Course**

TQCS International Jordan

02 March 2017

Amman, Jordan

TECHNICAL SKILLS

- **Inventory Management Systems**
- **Tally ERP 9**
- **Microsoft Excel and Google Sheets**
- **Procurement & Vendor Management**
- **Financial Reporting & Cost Analysis**
- **Team Supervision and Coordination**
- **Strong Organizational & Analytical Skills**

CURRICULUM VITAE

LANGUAGES

Arabic: Native

English: Good

REFERENCES

Mohammad Faroon
Cost Control – The Ritz-Carlton
Phone: +962 770 444 155

Younes Hamdan Al Masharfah
Account Manager – Fouad Abu Jaber Group
Phone: +962 799 021 115