

When you have been the owner or President

Before "Resume"

ISMAIL A. DAOD

1120 Revere Drive

Glenfiled, Ohio 44113
(216) 888-4160

OBJECTIVE Desire to positively contribute my diverse entrepreneurial skill to an accounting establishment that needs an analytical, hardworking and resourceful person

SUMMARY Strong background in purchasing, supply and negotiations. Experience with Lotus. Excellent customer service skill; an accomplished entrepreneur. Bilingual (English and Arabic) and enjoy traveling.

EMPLOYMENT

CAVANAGH ACCOUNTING, Cleveland, Ohio (11/98 - Present)
Accounting Staff

Prepare payroll
Prepare sales taxes and returns
Check compliance with local and federal regulations.

A & I INC., Cleveland, Ohio (1996 - Present)
President

Oversee all bookkeeping matters
Ensure compliance with all relevant tax regulations
Increase net worth of corporation from \$2,000 to \$100,000 in 3 years.

3M, Cleveland, Ohio (2/93-3/96)
Salesman

Conducted 50-60% of division sales

MIKE DISCOUNTS, Cleveland, Ohio (1990 -1993)
Section Manager, Dairy & Frozen Section
Department Manager

Managed a chain of 10 stores
Ordered and stocked commodities.

EDUCATION Cleveland State University, Cleveland, Ohio

Bachelor's of Business Administration, March 1998
Major: Accounting

Major GPA: 3.38/4.00
CPA Candidate

Amman Community College
Diploma, 1989
Major: Business and office Practice
Took Jordan Comprehensive Professional Examination and was rated fifth best candidate in the country.

ACTIVITIES

Member, Cleveland State University Accounting Association.
Running, swimming, travel

References will be provided upon request.

After "Resume"

ISMAIL A. DAOD

1120 Revere Drive, Glenfiled, Ohio 44113

(216) 888-4160

ACCOUNTING PROFESSIONAL

Diverse analytical skills, proven business sense and technical experience.

- Financial analysis
- Efficiency enhancements
- Multiple software packages
- Operational Controls
- Cash management
- Tax preparation and filing

Summary of Related Experience

Productivity: Established a reputation for effectiveness and efficiency; able to complete assignments on time and within budget. Demonstrated an exceptional energy level and strong negotiating skills. Managed multiple projects and departmental responsibility.

Financial Analysis: Gained experience in business analysis, valuation and acquisitions.

System Enhancements: Provided more effective internal management reporting.

Constructed and analyzed financial reports using lotus 1-2-3 spreadsheets, TurboTax, QuickBooks, Quicken and many others. Understand windows '95 and '98 operating systems.

An aggressive professional who has demonstrated determination to reach ambitious goals. Skilled in general accounting, auditing and tax planning. Passed the CPA exam in may 1995.

Staff Accountant, CAVANAGH ACCOUNTING SERVICES,
Cleveland Ohio

1998 - Present

- Prepare payroll and sales tax filings for over 50 business. File corporate taxes.
- Constructed financial reports. Provide full-charge bookkeeping through financial statements.
- Assure compliance with tax regulations
- Advise clients on investment options, performance enhancement, asset allocation strategies and risk management.

Principal, A & I INC., Cleveland, Ohio 1996 – 1998

- Established a successful business. Starting with an undergraduate class project, recognized a real-world opportunity and now participate in a business with a six-figure new worth.
- Created, constructed and implemented all financial reporting and operational controls
- Learned, hands-on, how to manage inventories and maximize cash flow.

Sales Representative, 3M Distribution Company 1993 - 1996
Cleveland, Ohio

- Ranked as top sales producer among six sales representatives. Negotiated sales agreements.

Department Manager, Mike Discount, 1990 - 1993
Cleveland, Ohio

- Managed a chain of 10 stores.

EDUCATION AND PROFESSIONAL TRAINING

BBA., Accounting Cleveland State University, 1998 (GPA: 3.38/4.0 in major); CPA candidate

Jordan Comprehensive Professional Examination

Rated as the country's fifth best accounting candidate.

Proud U.S. citizen, Open to travel