

ALMU'TAZBELLAH (AL) HASSAN MANSI

19327 Talavera Ridge, San Antonio, TX 78257

(432) 202-1044 · mansijordan01@gmail.com

I am working towards my CPA seeking a higher Accounting position to expand my skills in accounting and gain more knowledge in my field.

EDUCATION

DEC 2023

MASTER'S DEGREE OF PROFESSIONAL ACCOUNTING

TEXAS A&M UNIVERSITY – SAN ANTONIO

SEPT 2012

BACHELOR'S DEGREE IN ACCOUNTING

IRBID INTERNATIONAL UNIVERSITY

EXPERIENCE

VALERO ENERGY CORP

ACCOUNTING COORDINATOR, 7/2023 – CURRENT

- Secondary Cost Accounting duties include:
- Processing of secondary cost transportation invoices for timely wire & ACH payments to vendors.
- Coordinate and work with scheduling, marketing, and external vendors to ensure proper recording/classification of transactions.
- Perform month-end closing duties such as variance analysis, accrual entries, and profit center re-classes to ensure accurate financial reporting.
- Reconcile goods receipts to invoice receipts monthly to identify any SPO imbalances and to ensure accuracy of secondary cost expense accounts.
- Complete G/L reconciliations and address aged items timely.
- Assist with special projects for management or other operational areas as needed.
- Processing a monthly settlement manually and through SAP.
- BOBJ Report - Pipeline Stop Pump Exception Report.
- BOBJ Report - TSW vs GL Costs - Pipeline Freight.
- Post Accruals - Pipeline Freight.

ABIP CPAS & ADVISORS

TAX ASSOCIATE, 08/2022- 02/2023

- Preparing Individual, C. Corporate, S. Corporate, and Partnership tax return.
- Preparing 1099s, and 1096 forms.
- Preparing nonprofit and private foundation return (990-ez/990-pf).

- Recording a monthly transaction for the clients using Excel and Quick Book.
- Monthly bank reconciliation for businesses using Excel and Quick Book.
- Recording a monthly payroll.

TD INDUSTRIES

GENERAL ACCOUNTANT, 2022-2022/ 3 MONTHS

INTERNSHIPS

- Assist with accounts payable/receivable, reporting, document filing and retrieval, managing project contracts and amendments
- Responsible for reconciliations, auditing, error reporting and resolutions.
- Work with Project Managers on projects to get and understand job cost reporting.
- Identify, prioritize, and implement alternative solution to solve problems.
- Learn the basics of project costs, tracking materials, project coordination, safety and managing submittals.

ODESSA AMERICAN NEWSPAPER

STATE DISTRICT MANAGER, 2017 – 2018

- Managed logistics and routing for Odessa and surrounding areas
- Communicated with customers to resolve account discrepancies while monitoring customer accounts for aged receivables
- Updated all customer records routinely to reflect service details
- Counseled program participants with delinquent accounts to ensure continuation of service often requiring the setup of payment plans to settle accounts

ALMUKHTAR GROUP CONSTRUCTION

PAYROLL ACCOUNTANT, 2012 – 2014

- Prepared monthly payroll for all salary employees & verified time card punch while tracking vacation and sick leave manually in an Excel log.
- Communicate and resolve any discrepancies with employee pay
- Prepared monthly commission reports for Sales Department team and calculated 25% commissions rate by sales volume to determine commissions payable
- Reconciled purchase receipts to job specific accounts
- Record Accounts Receivable timely while responsible for maintaining and collecting on customer accounts within customer's payment terms

SKILLS

- Experience using SAP system from Valero Energy Corp.
- Experience using Kofax system from Valero Energy Corp.
- Experience using ERP system from TD Industries.
- Account Reconciliations.
- Payroll Accounting experience.
- Accounts Receivable
- Proficient in MS Office: Excel, Word, PowerPoint, Access
- Team Oriented with recognized leadership, initiative, and communication skills
- Experience using Ultra Tax, XCM, GFR, Advance flow, and Quick Book from ABIP CPA.

