ABOOD JRAFA

Accountant

Amman, Jordan | abedawwad199@gmail.com | +962776099843

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with over 4 years of comprehensive experience in auditing, taxation, and financial accounting. Proven expertise in leveraging advanced Excel, VBA, and emerging AI technologies to streamline financial processes, enhance data accuracy, and optimize reporting. Adept at managing complex accounting operations while ensuring strict compliance with regulatory standards.

WORK EXPERIENCE

Accountant & Auditor • **Al-Saber Certified Accountants** — **2021 – Present**

Amman, Jordan

- Executed comprehensive financial audits and tax filings for diverse corporate clients, ensuring 100% compliance with local regulatory standards.
- Streamlined financial reporting processes by developing automated Excel VBA macros, reducing manual data entry time by 25%.
- Managed day-to-day general ledger operations, accounts payable, and accounts receivable, maintaining high accuracy in financial records.
- Integrated modern AI-driven financial tools to analyze spending trends and forecast cash flow more efficiently.

EDUCATION

Bachelor of Science in Accounting • **World Islamic Sciences and Education University** — **2021**

Amman, Jordan

CORE SKILLS & EXPERTISE

Accounting & Finance: Financial Auditing • Taxation • General Ledger • Financial Reporting • Cash Flow Analysis

Technical Skills: Advanced Microsoft Excel • Excel VBA • Artificial Intelligence Tools • Microsoft Office Suite

Soft Skills: Administrative Skills • Analytical Thinking • Problem Solving • Attention to Detail • Time Management

CERTIFICATIONS

Artificial Intelligence in Business and Finance Applications - Professional Development Training (2023)

Advanced Excel & VBA Automation - Professional Training Institute (2022)

LANGUAGES

Arabic (Native) • **English** (Upper-Intermediate)