ABOOD JRAFA

Accountant

Amman, Jordan | abedawwad199@gmail.com | 0776099843

PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with hands-on experience in financial record management, bookkeeping, and administrative operations since 2023. Proficient in advanced Microsoft Office applications, Excel VBA automation, and leveraging AI tools to streamline financial workflows. Strong analytical and administrative skills committed to ensuring financial accuracy and supporting organizational efficiency.

WORK EXPERIENCE

Accountant • **Al-Sabir Certified Accountants** — **2023 – Present**

Amman, Jordan

- Managed day-to-day bookkeeping, financial data entry, and ledger reconciliations with a high degree of accuracy.
- Utilized advanced Excel and VBA macros to automate repetitive financial reporting tasks, reducing processing time by 20%.
- Prepared comprehensive financial statements, reports, and administrative documentation to support auditing and management decision-making.
- Collaborated with cross-functional teams to streamline administrative and financial operations, ensuring compliance with regulatory standards.

EDUCATION

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

Amman, Jordan

CORE SKILLS & EXPERTISE

Accounting & Finance: Bookkeeping • Financial Reporting • Ledger Reconciliation • Financial Analysis

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

Administrative Skills: Administrative Operations • Process Optimization • Data Management

CERTIFICATIONS

Artificial Intelligence Fundamentals & Applications - Professional Development Training (2023)

LANGUAGES

Arabic (Native) • **English** (Professional Working)