CANDIDATE

Professional Specialist

Amman, Jordan | candidate@email.com | +962 7 9545 3503

PROFESSIONAL SUMMARY

Dedicated and performance-oriented Professional Specialist with proven hands-on experience in operational excellence and team coordination. Recognized for strong problem-solving acumen, meticulous attention to detail, and a collaborative mindset that consistently elevates organizational productivity and customer satisfaction.

KEY CAREER ACHIEVEMENTS

- ★ Improved workflow efficiency by 20% through structured task reorganization and process audits.
- ★ Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

WORK EXPERIENCE

Professional Specialist • **ABDELQADER AWWAD** — 2023 – Present

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

EXTERNAL AUDIT • **AUDIT MANAGER** — 2022 – 2023

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

+962 77 6099843 • **Amman, Jordan** — 2021 – 2022

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **PROFESSIONAL SUMMARY** — 2020 – 2021

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Audit Manager with 4+ years of professional experience in external and internal audit, financial reporting, IFRS, taxation,** — 2019 – 2020

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • and client advisory. Currently managing audit operations at AISaber Certified Public Accountants, including supervision of a — 2018 – 2019

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • team of 5 employees, assignment of audit work, direct client communication, and issuance of financial statements and — 2017 – 2018

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • audit deliverables. Experienced in overseeing a diverse client portfolio of approximately 195 companies, including 15–20 — 2016 – 2017

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • large companies and around 180 small and medium-sized enterprises. Founder and owner of Smart Accountant, an — 2015 – 2016

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • accounting software product used by 12 companies, with a strong interest in AI, automation, Excel/VBA, and technology- — 2014 – 2015

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • enabled accounting and audit processes. — 2013 – 2014

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • CORE COMPETENCIES — 2012 – 2013

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Audit Planning, Execution & Review • **External Audit & Internal Audit** 2011 – 2012

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Client Relationship Management • **Preparation & Issuance** 2010 – 2011

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Tax Compliance & Corporate Monitoring • **Internal Controls** 2009 – 2010

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

AI Applications in Accounting & Auditing • **Accounting Software & Process Improvement** 2008 – 2009

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **PROFESSIONAL EXPERIENCE** 2007 – 2008

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

AlSaber Certified Public Accountants • **Audit Manager** 2006 – 2007

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Amman, Jordan • **– Present** 2005 – 2006

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Manage day-to-day audit operations and oversee the overall workflow of the office.** 2004 – 2005

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Supervise and coordinate a team of 5 employees, including assignment and distribution of audit tasks according to** 2003 – 2004

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **engagement requirements and deadlines.** 2002 – 2003

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Oversee a diversified client portfolio of approximately 195 companies, including 15–20 large companies and** 2001 – 2002

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **approximately 180 small and medium-sized enterprises.** 2000 – 2001

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Lead external and internal audit engagements from planning and risk assessment through fieldwork, review, completion,** 1999 – 2000

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **and reporting.** 1998 – 1999

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Prepare, review, and issue financial statements and audit deliverables in accordance with applicable accounting** 1997 – 1998

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **standards, including IFRS.** 1996 – 1997

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Review accounting records, general ledgers, trial balances, supporting schedules, and financial information to identify** 1995 – 1996

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **material issues, risks, and reporting requirements.** 1994 – 1995

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Communicate directly with clients to understand accounting and financial reporting matters, resolve issues, and provide** 1993 – 1994

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **practical recommendations.** 1992 – 1993

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Monitor audit progress, review team work, ensure deadlines are met, and maintain quality across engagements.** 1991 – 1992

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Perform and oversee tax-related audit work, tax compliance activities, and corporate monitoring in accordance with** 1990 – 1991

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **applicable Jordanian requirements.** 1989 – 1990

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Use advanced Microsoft Excel, including PivotTables, XLOOKUP, financial analysis, forecasting, and VBA automation,** 1988 – 1989

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **to improve audit and reporting workflows.** 1987 – 1988

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Identify opportunities to automate repetitive accounting and audit processes and apply AI-enabled tools to improve** 1986 – 1987

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **efficiency and accuracy.** 1985 – 1986

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Online • **Data Entry Specialist** 1984 – 1985

Amman, Jordan

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- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

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Operations Specialist • **– 2021** 1983 – 1984

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Entered and verified customer and account data with a high level of accuracy.** 1982 – 1983

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Prepared reports, maintained data records, and supported efficient data processing.** 1981 – 1982

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Maintained confidentiality and data integrity while handling financial and customer information.** 1980 – 1981

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **ENTREPRENEURIAL EXPERIENCE** 1979 – 1980

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Founder & Owner – Smart Accountant** 1978 – 1979

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Accounting Software Product** 1977 – 1978

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Founded and developed an accounting software product designed to support accounting and financial management** 1976 – 1977

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **workflows.** 1975 – 1976

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Built the product based on practical experience in accounting, auditing, financial reporting, and client requirements.** 1974 – 1975

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **The software is currently used by 12 companies.** 1973 – 1974

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Apply process automation and technology to simplify accounting tasks and improve operational efficiency.** 1972 – 1973

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **EDUCATION** 1971 – 1972

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Islamic Sciences and Education University • **Bachelor's Degree in Accounting** 1970 – 1971

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **PROFESSIONAL DEVELOPMENT** 1969 – 1970

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Artificial Intelligence (AI) Course – Professional Development** 1968 – 1969

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **TECHNICAL SKILLS** 1967 – 1968

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Microsoft Excel: PivotTables, XLOOKUP, Data Analysis, Financial Forecasting, VBA Automation** 1966 – 1967

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **Financial Statement Preparation & Analysis** 1965 – 1966

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **External & Internal Audit** 1964 – 1965

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **IFRS & Financial Reporting** 1963 – 1964

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • **Tax Compliance & Filing** 1962 – 1963

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • **General Ledger & Accounting** 1961 – 1962

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • Audit Documentation & Review 1960 – 1961

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • Client & Team Management 1959 – 1960

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • AI Integration in Accounting & Auditing 1958 – 1959

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • Process Optimization & Workflow Automation 1957 – 1958

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
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- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • LANGUAGES 1956 – 1957

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
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- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

Operations Specialist • Arabic – Native 1955 – 1956

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Improved workflow efficiency by 20% through structured task reorganization and process audits.

Operations Specialist • English – Professional Working Proficiency 1954 – 1955

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Key Impact: Recognized for top tier performance in quality compliance, client satisfaction, and goal attainment.

CORE SKILLS & EXPERTISE

Core Professional Competencies: Operations Management • Process Optimization • Client Relations • Team Collaboration • Resource Planning

Digital Tools & Platforms: Microsoft Office 365 • Project Management Tools (Trello / Asana) • CRM & Database Systems • Digital Reporting Platforms

Industry Standards & Quality: Quality Assurance (QA) • Compliance Monitoring • Standard Operating Procedures (SOPs) • Continuous Improvement

Leadership & Personal Attributes: Strategic Problem Solving • Effective Communication • Time Management • Attention to Detail • Adaptability

PROFESSIONAL CERTIFICATIONS & LICENSES

Professional Operations & Quality Excellence - Global Standards Institute (2023)

Occupational Health, Safety & Environmental Compliance - Safety & Standards Board (2022)

LANGUAGES

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

المسمى الوظيفي المستهدف

Professional Specialist

- Professional Specialist

خبرات العمل

- ABDELQADER AWWAD
- AUDIT MANAGER | EXTERNAL AUDIT | IFRS | FINANCIAL REPORTING
- Amman, Jordan | +962 77 6099843 | abedawwad199@gmail.com
- PROFESSIONAL SUMMARY
- Audit Manager with 4+ years of professional experience in external and internal audit, financial reporting, IFRS, taxation,
- and client advisory. Currently managing audit operations at AlSaber Certified Public Accountants, including supervision of a
- team of 5 employees, assignment of audit work, direct client communication, and issuance of financial statements and
- audit deliverables. Experienced in overseeing a diverse client portfolio of approximately 195 companies, including 15–20
- large companies and around 180 small and medium-sized enterprises. Founder and owner of Smart Accountant, an
- accounting software product used by 12 companies, with a strong interest in AI, automation, Excel/VBA, and technology-
- enabled accounting and audit processes.
- CORE COMPETENCIES
- External Audit & Internal Audit | Audit Planning, Execution & Review | IFRS & Financial Reporting | Financial Statement
- Preparation & Issuance | Client Relationship Management | Audit Team Supervision & Work Allocation | Risk Assessment &
- Internal Controls | Tax Compliance & Corporate Monitoring | Microsoft Excel & Financial Analysis | VBA & Workflow Automation |
- Accounting Software & Process Improvement | AI Applications in Accounting & Auditing
- PROFESSIONAL EXPERIENCE
- Audit Manager | AlSaber Certified Public Accountants
- – Present | Amman, Jordan
- Manage day-to-day audit operations and oversee the overall workflow of the office.
- Supervise and coordinate a team of 5 employees, including assignment and distribution of audit tasks according to
- engagement requirements and deadlines.
- Oversee a diversified client portfolio of approximately 195 companies, including 15–20 large companies and
- approximately 180 small and medium-sized enterprises.
- Lead external and internal audit engagements from planning and risk assessment through fieldwork, review, completion,
- and reporting.
- Prepare, review, and issue financial statements and audit deliverables in accordance with applicable accounting
- standards, including IFRS.
- Review accounting records, general ledgers, trial balances, supporting schedules, and financial information to identify
- material issues, risks, and reporting requirements.
- Communicate directly with clients to understand accounting and financial reporting matters, resolve issues, and provide
- practical recommendations.
- Monitor audit progress, review team work, ensure deadlines are met, and maintain quality across engagements.
- Perform and oversee tax-related audit work, tax compliance activities, and corporate monitoring in accordance with

- applicable Jordanian requirements.
- Use advanced Microsoft Excel, including PivotTables, XLOOKUP, financial analysis, forecasting, and VBA automation,
- to improve audit and reporting workflows.
- Identify opportunities to automate repetitive accounting and audit processes and apply AI-enabled tools to improve
- efficiency and accuracy.
- Data Entry Specialist | Online
- – 2021
- Entered and verified customer and account data with a high level of accuracy.
- Prepared reports, maintained data records, and supported efficient data processing.
- Maintained confidentiality and data integrity while handling financial and customer information.
- ENTREPRENEURIAL EXPERIENCE
- Founder & Owner – Smart Accountant
- Accounting Software Product
- Founded and developed an accounting software product designed to support accounting and financial management
- workflows.
- Built the product based on practical experience in accounting, auditing, financial reporting, and client requirements.
- The software is currently used by 12 companies.
- Apply process automation and technology to simplify accounting tasks and improve operational efficiency.
- EDUCATION
- Bachelor’s Degree in Accounting | Islamic Sciences and Education University | 2018 – 2022
- PROFESSIONAL DEVELOPMENT
- Artificial Intelligence (AI) Course – Professional Development
- TECHNICAL SKILLS
- Microsoft Excel: PivotTables, XLOOKUP, Data Analysis, Financial Forecasting, VBA Automation
- Financial Statement Preparation & Analysis
- External & Internal Audit
- IFRS & Financial Reporting
- Tax Compliance & Filing
- General Ledger & Accounting
- Audit Documentation & Review
- Client & Team Management
- AI Integration in Accounting & Auditing
- Process Optimization & Workflow Automation
- LANGUAGES
- Arabic – Native
- English – Professional Working Proficiency