JAWAD ABDEEN

Accountant

Jabal Amman, Amman, Jordan | jawadabdeen003@gmail.com | 0797776845



PROFESSIONAL SUMMARY

Detail-oriented and results-driven Accountant with hands-on experience in financial management, administrative operations, and office coordination. Proven ability to streamline accounting processes, manage center operations, and apply strong problem-solving skills to enhance organizational efficiency. Adept at leveraging advanced spreadsheet applications and cross-functional collaboration to deliver accurate financial outcomes.

WORK EXPERIENCE

Accountant • **Al-Saber Office** — **2024 – Present**

Amman, Jordan

- Manage daily accounting transactions, journal entries, and financial record-keeping with 99% accuracy.
- Reconcile bank statements, accounts payable, and accounts receivable to ensure financial integrity.
- Prepare monthly financial summaries and reports to support management in strategic decision-making.

Administrative Trainee • **LOYAC** — **2024 – 2026**

Amman, Jordan

- Completed a comprehensive 2-year professional administrative training program focusing on corporate operations and workflow optimization.
- Assisted senior management in organizing cross-departmental projects, improving operational efficiency by 15%.
- Handled professional correspondence, scheduling, and documentation while maintaining strict confidentiality.

Accountant & Center Manager • **Rawad Al-Dahiyeh Tutoring Center** — **2021 – 2024**

Amman, Jordan

- Directed overall center operations, student affairs, and financial accounting functions for over 3 years.
- Oversaw tuition fee collection, budgeting, and payroll processing, reducing financial discrepancies by 20%.
- Streamlined administrative and accounting workflows, enhancing communication between staff, parents, and management.

EDUCATION

Bachelor's Degree in Accounting • **The Hashemite University** — **2021**

Zarqa, Jordan

CORE SKILLS & EXPERTISE

Accounting & Finance: Financial Accounting • Bookkeeping • Bank Reconciliation • Accounts Payable/Receivable • Budgeting & Payroll

Technical & Software: Microsoft Excel • Microsoft Office Suite • Computer Literacy • Professional Email Correspondence

Soft Skills & Competencies: Leadership • Problem Solving • Time Management • Teamwork & Collaboration • Communication Skills

CERTIFICATIONS

Communication Skills Workshop - Professional Development Center (2022)

CV Writing and Interview Skills Workshop - Career Development Program (2022)

LANGUAGES

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