JAWAD ABDEEN

Accountant

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



PROFESSIONAL SUMMARY

Detail-oriented and dedicated Accountant with extensive experience in financial management, administrative operations, and educational center management. Proficient in financial reporting, MS Excel, and business correspondence, with a strong foundation in accounting principles. Recognized for exceptional problem-solving abilities, leadership, and cross-functional team collaboration to drive organizational efficiency.

WORK EXPERIENCE

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

Amman, Jordan

- Manage day-to-day financial transactions, accounts payable, and accounts receivable with high accuracy.
- Prepare comprehensive financial reports and statements to support strategic decision-making.
- Streamline internal accounting procedures, reducing processing time and improving financial tracking efficiency by 15%.

Accountant & Center Manager • **Rowad Al-Dahiah Tutoring Center** — **2021 – 2024**

Amman, Jordan

- Directed daily administrative and financial operations, managing budgets, payroll, and cash flow for the center.
- Supervised a team of educational and administrative staff, fostering a collaborative work environment and boosting productivity by 20%.
- Implemented structured financial record-keeping systems that ensured 100% compliance with local financial regulations.

Administrative Trainee • **LOYAC** — **2019 – 2021**

Amman, Jordan

- Completed an intensive two-year administrative training program focusing on business operations, office management, and organizational workflows.
- Assisted senior management in organizing professional workshops and coordinating cross-departmental communications.
- Developed strong competencies in time management, professional correspondence, and data management.

EDUCATION

Bachelor of Science in Accounting • **Hashemite University** — **2021**

Zarqa, Jordan

CORE SKILLS & EXPERTISE

Accounting & Finance: Financial Reporting • Accounts Payable/Receivable • Budget Management • Payroll Administration • Financial Analysis

Technical & Software Skills: Microsoft Excel • Advanced Computer Literacy • Professional Email Correspondence • Data Entry & Management

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

CERTIFICATIONS

Communication Skills Workshop - Professional Development Program (2021)

CV Writing and Interview Skills Workshop - Career Development Program (2021)

LANGUAGES

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