JAWAD MOHAMMAD ABDEEN

Financial Operations Manager

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PROFESSIONAL SUMMARY

Results-oriented Financial Operations professional with a proven track record in administrative oversight, account reconciliation, and budget management. Expert in leveraging data-driven insights to optimize financial workflows and enhance organizational efficiency. Committed to maintaining high standards of accuracy and compliance within fast-paced financial environments.

KEY CAREER HIGHLIGHTS

- Streamlined financial reporting processes, reducing monthly reconciliation time by 15% through advanced Excel automation.
- Successfully managed administrative and financial operations for a high-volume educational center, ensuring 100% compliance with internal fiscal policies.

WORK EXPERIENCE

Financial Assistant • Tawjihi Educational Center — October 2021 – June 2024

Amman, Jordan

- Orchestrated end-to-end financial and administrative operations, ensuring seamless daily business continuity.
- Formulated and executed comprehensive account management strategies, improving budget tracking accuracy by 20%.
- Delivered precise, data-backed financial reports to executive leadership, facilitating informed decision-making processes.
- Championed the implementation of standardized accounting protocols, resulting in a significant reduction in administrative errors.

Intern • Jordan Kuwait Bank (JKB) — October 2024 – November 2024

Amman, Jordan

- Assisted in core banking operations, gaining exposure to high-level financial compliance and regulatory standards.
- Analyzed transactional data to support departmental efficiency and client service excellence.
- Collaborated with senior banking professionals to refine operational workflows and internal audit procedures.

CORE SKILLS & EXPERTISE

Core Technical Competencies: Financial Reporting • Account Reconciliation • Budgeting & Forecasting • Data Analysis • Administrative Management

Tools, Software & Systems: Microsoft Excel (Advanced) • Microsoft Office Suite • Financial Management Software

Quality & Industry Standards: Financial Compliance • Regulatory Reporting • Internal Audit Support

Leadership & Management: Strategic Planning • Problem-Solving Under Pressure • Stakeholder Coordination • Process Optimization

PROFESSIONAL CERTIFICATIONS & LICENSES

Financial Statements Preparation using Microsoft Excel

Soft and Communication Skills Workshop

Soft and Communication Skills Workshop

EDUCATION

Bachelor of Science in Accounting • Hashemite University

Present

Zarqa, Jordan

Accredited & Verified

LANGUAGES

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