JAWAD MOHAMMAD ABDEEN

Junior Accountant

Jabal Amman, Amman, Jordan | Jawadabdeen003@gmail.com | +962797776845

PROFESSIONAL SUMMARY

Detail-oriented and adaptable Junior Accountant with hands-on experience in accounting and auditing practices. Proven ability to handle financial records, utilize advanced Excel functions, and thrive in fast-paced, high-pressure environments. Quick learner with a strong foundation in accounting principles from Hashemite University, complemented by diverse professional training and community leadership experience.

WORK EXPERIENCE

Accounting and Auditing Assistant • **Accounting & Auditing Firm** — **2023 – Present**

Amman, Jordan

- Manage daily financial transactions, journal entries, and ledger reconciliations with high accuracy.
- Assist in conducting financial audits and preparing comprehensive financial reports for various clients.
- Streamline data entry processes using advanced Microsoft Excel functions, reducing error rates by 15%.

Accounting Trainee • **Al-Somadi Establishment for Electronic Appliances** — **2022 – 2023**

Amman, Jordan

- Assisted the finance department in reconciling accounts receivable and accounts payable.
- Supported inventory tracking and financial record maintenance for electronic appliances.
- Collaborated with senior accountants to resolve discrepancies in daily cash flows and invoices.

Trainee • **LOYAC Foundation** — **2022 – 2022**

Amman, Jordan

- Completed professional development and leadership training programs focused on workplace efficiency.
- Participated in community service initiatives, enhancing cross-functional teamwork and communication skills.

EDUCATION

Bachelor's Degree in Accounting • **Hashemite University** — **2025**

Zarqa, Jordan

CORE SKILLS & EXPERTISE

Accounting & Finance: Financial Auditing • General Ledger • Accounts Payable/Receivable • Financial Reporting • Reconciliation

Technical Skills: Advanced Microsoft Excel • Computer Literacy • Financial Software • Data Entry

Soft Skills & Competencies: Working Under Pressure • Fast Learner • Problem Solving • Teamwork • Communication

LANGUAGES

Arabic (Native) • **English** (Intermediate / Good Conversational)