JAWAD MOHAMMAD ABDEEN

Financial Operations Manager

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PROFESSIONAL SUMMARY

Results-oriented Financial Operations professional with a proven track record in administrative management, account reconciliation, and budget optimization. Adept at leveraging data-driven insights to streamline financial workflows and enhance organizational efficiency. Committed to maintaining high standards of accuracy and operational excellence in fast-paced environments.

KEY CAREER HIGHLIGHTS

- Optimized financial reporting cycles, reducing turnaround time for monthly budget reconciliations by 15%.
- 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 reconciliation strategies, improving budget accuracy by 20%.
- Delivered high-precision financial reporting to stakeholders, facilitating informed decision-making and resource allocation.
- Streamlined administrative workflows by implementing automated tracking systems, resulting in a 10% increase in operational productivity.
- Collaborated with cross-functional teams to align departmental expenditures with organizational fiscal goals.

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

Amman, Jordan

- Assisted in the analysis of banking operations and financial documentation to support audit readiness.
- Gained exposure to institutional banking standards and regulatory compliance frameworks.
- Supported the finance team in data entry and reconciliation tasks, maintaining high levels of data integrity.

CORE SKILLS & EXPERTISE

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

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

Quality & Industry Standards: Financial Compliance • Data Integrity • Regulatory Reporting

Leadership & Management: Problem-Solving • Strategic Planning • Stakeholder Communication • Detail-Oriented Operations

PROFESSIONAL CERTIFICATIONS & LICENSES

Financial Statements Preparation using Microsoft Excel

Soft and Communication Skills Training

Soft and Communication Skills Training

EDUCATION

Bachelor of Accounting • Hashemite University — Present

Zarqa, Jordan

Accredited & Verified

LANGUAGES

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