PROFESSIONAL CANDIDATE

Financial Accountant

Amman, Jordan | candidate@email.com | 0791234567

PROFESSIONAL SUMMARY

Detail-oriented and analytical Financial Accountant with strong hands-on expertise in financial record-keeping, general ledger reconciliations, balance sheet preparation, and VAT/tax filing compliance. Highly proficient in advanced Microsoft Excel (VLOOKUP, Pivot Tables), ERP accounting software, and financial auditing standards. Committed to delivering 100% accurate financial reports and optimizing operational workflows.

KEY CAREER HIGHLIGHTS

- Achieved 100% accuracy in daily financial ledger balancing, account reconciliations, and audit compliance.

WORK EXPERIENCE

Financial Accountant • Financial & Accounting Services Firm — 2023 – Present

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Financial Accountant • Professional Operations & Technical Tasks — 2022 – 2023

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

Operations Specialist • Executed financial transactions, journal entries, and general ledger reconciliations. — 2021 – 2022

Amman, Jordan

- Executed specialized core duties with high precision, maintaining consistent output and quality excellence.
- Collaborated with team leads to optimize operational workflows and enhance productivity during peak periods.
- Maintained rigorous procedural accuracy, safety compliance, and customer satisfaction.

CORE SKILLS & EXPERTISE

Financial & Accounting Competencies: General Ledger & Journal Entries • Bank & Account Reconciliation • Trial Balance & Financial Statements • Accounts Payable & Receivable (AP/AR) • Auditing & Tax Compliance

Software, Tools & Platforms: Advanced Microsoft Excel (VLOOKUP / Pivots) • Accounting Software (QuickBooks / Al-Aseel) • ERP Systems • Google Workspace & Gmail • Digital Financial Reporting

Accounting Standards & Quality: International Financial Reporting Standards (IFRS) • Internal Financial Controls • Cost Accounting & Variance Analysis • Document Archiving & Confidentiality

Leadership & Professional Attributes: Meticulous Attention to Detail • Analytical Problem Solving • Time Management & Deadline Adherence • Teamwork & Professional Collaboration • Ethical Integrity

EDUCATION

Bachelor of Science in Accounting & Finance • Hashemite University — 2023

Amman, Jordan

Accredited & Verified

LANGUAGES

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