PROFESSIONAL OPERATIONS & TECHNICAL TASKS

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)

EXPERIENCE_LEVEL

fresh_graduate

- fresh_graduate

تفريغ_المقابلة_الذكية

- الاسم: متقدم مهني | المسمى: محاسب مالي | الهاتف: 0791234567 | البريد: | السكن: عمان، الأردن :[البيانات الأساسية والهدف المهني]
- الدرجة والتخصص: بكالوريوس محاسب مالي | الجامعة/الكلية: جامعة الهاشمية | سنة التخرج: 2023 | مستوى الخبرة: حديث تخرج / :[المؤهل العلمي ومستوى الخبرة] مبتدئ (0-1 سنة)
- مكان العمل: مؤسسة وشركات تجارية | المسمى: محاسب مالي | الفترة: 2023 - 2024 | المهام: تنفيذ المهام المحاسبية والتشغيلية وإدخال :[الخبرات العملية والمهام اليومية] البيانات ومطابقة القيود
- البرمجيات والأنظمة: Microsoft Excel المتقدم (Pivot Tables / الدوال)، البرامج والأنظمة المحاسبية (الأصيل / QuickBooks) :[الأدوات والأنظمة والبرمجيات]
- تحقيق دقة 100% في كافة المهام والمخرجات التشغيلية :[أبرز الإنجازات والأرقام الواقعية]
- المهارات الشخصية: العمل بروح الفريق، الالتزام بالمواعيد، الدقة وسرعة التعلم | اللغات: اللغة العربية (اللغة الأم)، اللغة الإنجليزية (مستوى :[المهارات الشخصية واللغات] مهني جيد)