ZEYAD MOHAMMAD HUSSIEN OTHMAN

Audit Manager

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PROFESSIONAL SUMMARY

Results-driven Audit Manager with over 6 years of comprehensive experience in external and internal auditing, financial reporting, and tax consultancy across commercial, service, and industrial sectors. Proven expertise in streamlining financial operations, ensuring regulatory compliance, and managing complex tax structures. Adept at conducting thorough cost-benefit analyses, preparing accurate financial statements, and fostering cross-functional teamwork to optimize organizational financial performance.

WORK EXPERIENCE

Audit Manager • **Al-Saber Certified Accountants** — **2020 – Present**

Amman, Jordan

- Spearheaded comprehensive internal and external audits for diverse commercial, service, and industrial enterprises, ensuring 100% compliance with regulatory standards.
- Delivered expert tax advisory services to various corporate clients and individuals, successfully managing income tax and sales tax filings.
- Managed monthly payroll processing and submissions through the Income and Sales Tax Department portal for multiple client organizations.
- Served as the primary liaison for corporate clients with the Social Security Corporation, efficiently handling employee onboarding, offboarding, and regulatory compliance updates.
- Engineered accurate quarterly and annual financial statements, delivering detailed monthly and yearly financial reports encompassing cost analysis and profit margin evaluations.

Auditor • **Jadara for Accounting and Tax Services** — **2018 – 2020**

Amman, Jordan

- Executed daily accounting entries, bank reconciliations, and accounts receivable reconciliations with high precision to maintain financial integrity.
- Processed mandatory financial transactions and compliance requirements via the Income and Sales Tax Department online portal.
- Conducted thorough external audit operations for a wide portfolio of client companies, identifying financial risks and recommending corrective internal controls.

EDUCATION

Bachelor's Degree in Accounting • **Balqa Applied University, Amman College** — **2018**

Amman, Jordan

CORE SKILLS & EXPERTISE

Auditing & Financial Expertise: External Audit • Internal Audit • Financial Reporting • Cost Analysis • Bank Reconciliations • Accounts Receivable • Financial Statements

Taxation & Compliance: Tax Consultancy • Income Tax Filings • Sales Tax Filings • Social Security Compliance • Payroll Management

Software & Technical Skills: Advanced Microsoft Excel • Accounting Software • Government Tax Portals

Soft Skills: Teamwork • Problem Solving • Client Relationship Management • Time Management • Analytical Thinking

LANGUAGES

Arabic (Native) • **English** (Very Good)