



## Ahmad Sami Aburub



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Amman – Jordan



Jordanian

### Accounting Skills

- Ability to meet both internal quality and recognized accounting standards

### Communication skills

- Good communicator, listener, and presenter.
- My professional careers and open- mind personality have significantly enhanced my written and verbal communication skills.
- This is achieved through presentations, regular group meetings, talking to the customers and public.

### Interpersonal skills

- Problem-solving and troubleshooting skills
- Time management skills
- Set up priorities and meet work deadlines
- Team player, initiative, persistent and quick learner
- Ability to build excellent relationship with staff and customers.

### Computer Skills

- Knowledge and experience of Windows XP, Microsoft Office Suite, Internet Explorer, and using e-mail

### Education

#### 2011-2015 B.Sc. Accounting

Al Hussein bin Talal University, Ma'an, Jordan

#### Continued Education

Accounting qualification course  
 Sales Tax Cycle course  
 Analysis of financial statements course  
 Accounting Applications Course on Excel

### Work Experience

#### 2016-Present Senior Accountant

Association AL-Namaa cooperative (Customs

### Responsibilities

- Prepare accurate, timely financial and balance statements for the whole Association
- Prepare and file income and sales taxes
- Conduct monthly and quarterly account reconciliations to ensure accurate reporting.
- Prepare a list of companies that deal with our associations to collect payments or order a paycheck.
- Prepare daily work sheet and manage the daily assignment
- Providing loans for customers/employers after reviewing their monthly income
- Having a great experience in using NCR software.

#### 2016- 2020 Inventory Office Manager and accountant Sameh Mall in different branches

### Responsibilities

- Cash officer
- Supervising the work of the cash employers
- Prepare the employer's work schedule
- Reviewing and counting the whole sales at the end of each workday.
- Training Inventory Office employers on the nature of the job
- Hiring employers and providing recommendations to change employers' titles. Supervising staff and Prepare payroll

I would like to thank you for taking the time to read my CV concerning your vacant position as an "Accountant" in your esteemed company.

I am honored to present this position and to join your distinguished company and to be an active member in achieving the vision, mission and strategic objectives of your distinguished company.

I can work both independently, in a team, and adapt readily to changes in roles, situations, and responsibilities.

I am highly ambitious, motivated and complement these qualities with determination and hard work.

I am easy going, with good communication skills.