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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 Chief Accountant

Association AL-Nama'a 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 Oracle system.

2016- 2020 Inventory Office Manager and Accountant

Sameh Mall in different branches

Responsibilities

- Cash officer
- 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
- Having a great experience in using NCR system.

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.