



# 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 Tala University, Maan, 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

1. Prepare accurate, timely financial and balance statements for the whole Association
2. Prepare and file income and sales taxes
3. Conduct monthly and quarterly account reconciliations to ensure accurate reporting.
4. Prepare a list of companies that deal with our associations to collect payments or order a paycheck.
5. Prepare daily work sheet and manage the daily assignment
6. Providing loans for customers/employers after reviewing their monthly income
7. Produce a check draft on behalf of the association for customs, or companies.

### 2016- 2018 Inventory Office Manager

## Responsibilities

1. Training Inventory Office employers on the nature of the job
2. Hiring employers and providing recommendations to change employers' titles.
3. Supervising staff and Prepare payroll

### 2016- Present Officer inventory and accountant

Sameh Mall in different branches

## Responsibilities

1. Cash officer
2. Supervising the work of the cash employers
3. Prepare the employer's work schedule
4. Reviewing and counting the whole sales at the end of each workday.

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.