

QASEM ALAMAYREH

ACCOUNTANT

+962788554520

Amayrehq@yahoo.com

Qasem Alamayreh , CertIFR

Address Jordan Amman

PROFILE

An experienced accountant in accounting and with more than 3 and a half years experience in specialized accounting and bookkeeping Accuracy and attention to detail and Experience with accounting software Detail-oriented and efficient Scientific I am trying to improve my experience, technical and professional development and have competence in my new job as an accountant in your company To work in an environment that encourages me to succeed and grow professionally where my skills and knowledge can be used appropriately to the attainment of company objectives.

PROFESSIONAL EXPERIENCE

Accountant

Innovation science and development — 01/2024 To Present Now

- Manage all accounting transactions
- Handle monthly, quarterly and annual closings
- Audit financial transactions and documents
- Regularly review bookkeeping for accuracy
- Review and update accounting processes and procedures as needed
- Compile and analyze financial statements
- Preparing monthly bank reconciliations
- Assisting in processing payroll upon the firm's confirmation
- Review all due payments and prepare checks
- Reconcile accounts payable and receivable

Accountant

Right Way Logistics Air & Sea Freight — 04/2022 To 12/2023

- Reconcile accounts payable and receivable
- Preparing monthly bank reconciliations
- Preparing purchase and sale invoices
- Analyze and prepare statutory accounts and financial statements and reports
- Assist in the preparation of financial statements and reports
- Follow-up with customers and suppliers

Cashier

TOFAHTEAIN BAKERY — 01/2020 To 05/2020

- Cash handling.
- Verbal communication skills.
- Issuing refunds & exchanges.
- Greeting customers

Trainee Accountant

MODERNITY INTERNATIONAL ACCOUNTANTS & BUSINESS 08/2018 To 05/2019

- Audit Accounts
- Input income and expense entries
- Manage invoices
- Adhere to all company policies and procedures while promoting high standards

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EDUCATION

- **Bachelor degree of Accounting**

ALBALQA APPLIED UNIVERSITY

2016 to 2019

- **High school of IT**

IMAM ALI SECONDARY SCHOOL

2015 to 2016

SKILLS

- Microsoft Word .
- Microsoft Excel.
- Strong analytical skills with attention to detail.
- Self-Motivated
- QuickBooks Software program
- Falcon Software program
- Optimal Software Program
- Zkteco attendance management Program
- Flexibility
- Communication
- Teamwork
- Organization
- Analysis & Management
- accuracy

COURSES

- **INTERNAL AUDIT**

TALALABU-GHAZALEH KNOWLEDGE SOCIETY

(4-2018 To 5-2018)

- **PRACTICAL ACCOUNTING**

THE MANAGEMENT OF (IGCA)

(8-2018 To 10-2018)

- **ADVANCED EXCEL**

THE MANAGEMENT OF (IGCA)

(10-2018 To 11-2018)

- **Cert IFR**

Sarh Group

(1-2023 To 2-2023)

PROFESSIONAL CERTIFICATIONS

- **Certificate in International Financial Reporting Standards (CertIFR)**

ACCA (the Association of Chartered Certified Accountants)

LANGUAGES

- **English:** Professional working proficiency
- **Arabic:** Native or bilingual proficiency