Jasmine Kamal Ahmed



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Address: Amman, Jordan
D.O.B: 06/11/1985
Nationality: Jordanian
Marital Status: Single
Children: Two childs

PROFESSIONAL SUMMARY

A passionate, innovative and hard-working with good knowledge in Banking and Finance , I am equipped to utilize my qualifications and education effectively. I am adept at working both independently and collaboratively as part of a team, and I am always eager to expand my knowledge and expertise.

EDUCATION

The Hashemite University **2007**
Bachelor Degree of Banking And Finance

EXPERIENCE

Printers Press Company **10/11/2021 - 31/10/2024**
Accountant

- Financial accounting and daily and monthly entries.
- Completing reports, salary settlements and ensuring budget decisions.
- Recording receivables, payment papers and reconciliations.

AL-TAWAHEEN DAIRY Company **4 years**
Accountant

- Financial accounting and daily and monthly entries.
- Completing reports, salary settlements and ensuring budget decisions.
- Recording receivables, payment papers and reconciliations.

Rokon Al Asala For Travel & Tourism **2009 - 2016**
Data entry & Secretarial services **With a break from work**

- Inputting information from paper documents into digital formats.
- Updating databases with new information, ensuring accuracy and consistency.
- Managing correspondence, including emails, letters, and phone calls.
- Organizing and scheduling appointments, meetings, and events.

Al-Manasek Tourism and Travel Company
Employee

- Summarizing financial transactions to provide an accurate picture of a business's financial position.
- Entering financial data into accounting software and databases.
- The preparation of financial statements like balance sheets and income statements.

PROFESSIONAL STRENGTHS

- Communication Skills
- Work Under Pressure
- Emotional intelligence
- Teamwork
- Adaptability
- Accepting New Challenges
- Problem solving
- Leadership
- Reliable
- Hard-working

COURSES

Internatinal Computer Driving Linces Course (ICDL) **11/01/2009 - 08/02/2009**
The Modern Language Center
60 hours

LANGUAGES

Arabic: Native speaker
English: Very good

CERTIFICATES AND REFERENCES

Available Upon Request.