Sahar Alzboon

Main Accountant

Amman, Jordan
962-79-9744828
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Personal information:

Date of Birth: February 16, 1998
Nationality: Jordanian
Marital status: Single
Gender: Female
Language: Fluent Arabic with Excellent English

Work History

- Main Accountant at The Care Center from Jun/2024 till Now.

  Main Responsibilities:

  - Manage all aspects of the day-to-day operations of the accounting department.
  - Assists in resolving any administrative problems so that the continuity of work is maintained.
  - Preparing insurance claims.
  - Check the main cash Enter expenses and revenues in QuickBooks system.
  - Review all payments and ensure they have all supporting documents.
  - Prepare and transfer the monthly salaries for the staff.
  - Filling all finance records and making it available for any audit.
  - Calculation, deduction, and reconciliation of Tax.
  - Reconciliation of accounts and preparing the balance sheet reconciliation and bank reconciliation.

- Accountant at Al Hamzah for customs clearance company from Mar/2023 till Jun/2023.

  Main Responsibilities:

  - Prepare and transfer the monthly salaries for the staff.
  - Reconciliation of accounts and preparing the balance sheet reconciliation and bank reconciliation.
  - Review all payments and ensure they have all supporting documents.
  - Pay customs declaration.
  - Keeping account books and systems up to date.
  - Follow up on the waybill and check the documents attached to the customers.

- Data entry at Fikra Software Company from May/2022 till Nov/2022.

  Main Responsibilities:

  - Entering customer and account data from source documents within time limits
  - Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
  - Reviewing data for deficiencies or errors, correcting any incompatibility and checking output.

- Accountant at Dokan Media Production Company/ (Seen TV show), from Feb/2021 till Sep/2021.

  Main Responsibilities:

  - Keeping account books and systems up to date.
  - Ensure that financial statements and records comply with laws and regulations.
  - Preparing accounts and tax returns
  - Preparing the monthly bank reconciliation.
  - Verify, allocate, post and reconcile transactions.
  - Document financial transactions by entering account information.
  - Enter the daily entries into the accounting system

Education & CERTIFICATES

- BSc in Accounting at Tafila Technical University, Jordan Oct.2020
- Advanced Excel course from the Edraak 2022.
- Work skills form Tafila Technical University 2020.
- Google skills from Injaz company 2020.
- Translation and Writing from Tafila Technical University at 2018.

Skills

- Proficiency in Microsoft-Office (Word, Access, Excel and Power Point), QuickBooks.
- Experienced in working for a team and fulfilling substances roles.
- Work Under Pressure.
- Efficiency and Effectiveness.
- Time Management and Multitasking.