MOHAMMAD ALKOROM

Junior Accountant | Bookkeeper | Accounts Payable & Receivable Specialist

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PROFESSIONAL SUMMARY

Detail-oriented accountant with a Bachelor's degree in Accounting, an Intuit Bookkeeping Certification, and over four years of hands-on experience across bookkeeping, bank reconciliation, accounts payable/receivable, cash management, and inventory control in retail, healthcare, and trading environments. Proficient in QuickBooks (Online & Desktop), the Daftra accounting system, and advanced Excel, with a track record of processing high volumes of transactions accurately, reconciling accounts to near-zero discrepancy, and coordinating smoothly across departments and teams. Known for accuracy, reliability, and fast adaptation to new financial systems. Seeking a Bookkeeper, Junior Accountant, or AP/AR Specialist role within Jordan.

CORE COMPETENCIES

Double-Entry Bookkeeping • QuickBooks (Online & Desktop) • Daftra Accounting System • Bank & Cash Reconciliation • Accounts Payable (AP) • Accounts Receivable (AR) • Invoice Processing & Data Entry • Advanced Excel (Pivot Tables, Formulas, Data Validation) • Inventory & Stock Control • Financial Documentation & Record Management • Tax Procedures & Local Compliance • Cross-Department Coordination • Team Collaboration & Communication

CERTIFICATIONS

- Intuit Bookkeeping Certification

PROFESSIONAL EXPERIENCE

Cashier *Oct 2023 – Sep 2025*

Al Shaab Roastery — Amman, Jordan

- Greeted and served customers at the point of sale, processing an average of 100+ transactions per shift accurately and efficiently during high-volume periods.
- Handled cash and digital payments (card, mobile) with precision, issuing correct change and receipts for every transaction with zero cash-drawer discrepancies across most shifts.
- Operated the POS system to log sales, apply discounts, and process refunds or order corrections, collaborating closely with team members to keep service times fast during peak hours.
- Counted and balanced the cash drawer at the start and end of each shift, reporting discrepancies immediately to the shift supervisor and helping maintain consistent daily reconciliation accuracy.

Patient Accountant Trainee *Feb 2023 – May 2023*

Al-Khansa Hospital — Amman, Jordan

- Managed patient accounts and issued medical invoices for a high volume of cases monthly, following up on outstanding balances and payments to improve collection turnaround.
- Reconciled cash receipts and bank transfers received from insurance providers and patients, helping maintain accurate, audit-ready financial records.
- Reviewed daily account statements to identify and correct discrepancies, ensuring financial accuracy and reducing recurring billing errors.
- Coordinated with billing, insurance, and clinical staff to resolve account queries, gaining practical exposure to healthcare billing procedures and insurance-based accounting systems.

Accounting & Tax Trainee (Internship)

Mohamed Yassin Tax Consulting & Accounting Services — Amman, Jordan

- Recorded daily journal entries and maintained electronic bookkeeping records for multiple client accounts simultaneously, supporting the firm's month-end close process.
- Organised invoices, receipts, and bank statements to support internal and external audit processes, contributing to faster audit turnaround.
- Assisted in monthly bank reconciliations and follow-up on outstanding balances, helping keep client accounts accurate and up to date.
- Built practical knowledge of local tax procedures and regulatory compliance requirements while liaising with clients and senior accountants.

Order Selector & Inventory Support *Oct 2020 – Jun 2022*

Jordan General Trading Warehouses — Amman, Jordan

- Processed a high volume of customer orders daily with strict verification against invoices and supporting documents, supporting cross-functional coordination with the sales and logistics teams.
- Maintained accurate inventory records and stock movement logs across multiple product lines.
- Contributed to a measurable reduction in documentation errors, improving overall order fulfilment efficiency and turnaround time.

Goods Coordinator *Jul 2013 – May 2015*

Sameh Mall — Amman, Jordan

- Coordinated receipt and dispatch of goods between suppliers, warehouses, and internal departments, communicating daily with multiple teams to keep operations on schedule.
- Monitored purchase orders against delivery notes, reviewed supplier invoices, and kept inventory records continuously updated.
- Acted as liaison between procurement and warehouse teams to ensure smooth day-to-day workflow and clear communication across departments.

EDUCATION

Bachelor's Degree in Accounting *April 2021*

Arab Open University — Amman, Jordan

Languages: Arabic (Native), English (Professional Working Proficiency)