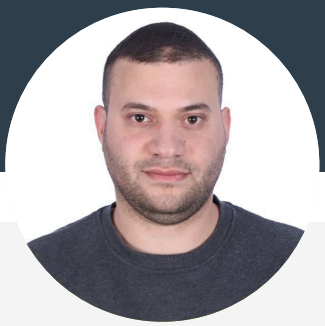


KHALED ABD AL KAREEM ABU SHABAN

Senior Accountant

CONTACT

Phone:
+962798329553

Email:
khaled.aboshaban1990@gmail.com

Date of Birth:
25/9/1990

Address:
Amman, Jordan

SKILLS

- Problem Solving
- Time management
- Critical Thinking
- Flexibility
- Communication Skills
- Teamwork
- Organization
- Creativity
- Attention to Detail
- Responsibility
- Work under pressure

LANGUAGES

- **Arabic (Native):**
  Speaking, reading, and writing.
- **English (Good):**
  Speaking, reading, and writing.

OBJECTIVE

A motivated and detail-oriented Accountant with over 8 years of experience in financial accounting, including accounts payable and receivable, financial reporting, and budget management. Skilled in managing full-cycle accounting, preparing financial statements, and conducting analyses to support business decisions. Proficient in Microsoft Dynamics and ensuring compliance with financial regulations. Seeking to contribute expertise in accounting and financial management to a growth-oriented organization.

EDUCATION

Al-Balqa' Applied University - Jordan | 2013

Bachelor's Degree in Accounting

PROFESSIONAL EXPERIENCE

Senior Accountant

17/10/2024 – 28/2/2025

Horizons For Green Development - NGO | Jordan

Responsibilities:

- Worked on a project funded by ARCS and financed by AICS under the Boroom Project.
- Good and proper financial management of the project, ensuring the accounting management of the project in cooperation with the project manager and Country Administrator.
- Ensure compliance with the contractual conditions imposed by the Donor.
- Use the financial tracking sheet to plan expenditures and update them in collaboration with the project manager and Country Administrator.
- Check the correct recording and eligibility of expenses made by logistics.
- Perform monthly cash and bank reconciliations.
- Proper management of human resources.
- Ensure technical support to the project leader for the correct application of procedures.
- Verification and monitoring of leave taken by national staff.
- Processing financial reports and project audits.
- Partner financial management, briefing partners on procedures regarding purchases, payments, and accounting records.
- Monthly review of financial reports of partner expenses.

Accountant

2015 - 2024

Al-Balsan - Amman, Jordan

Responsibilities:

- Manage full-cycle accounting processes, including accounts payable, accounts receivable, and general ledger reconciliations to ensure accuracy and compliance with financial standards.
- Prepare detailed financial statements (income statements, balance sheets, and cash flow statements) on a monthly, quarterly, and annual basis, supporting management in financial decision-making.
- Handle the preparation and submission of tax reports, ensuring compliance with local tax laws and regulations.
- Lead the month-end and year-end closing processes, ensuring all journal entries, accruals, and adjustments are accurately recorded.
- Conduct financial analysis and variance reports to monitor business performance and recommend cost-saving measures.
- Coordinate with external auditors during annual audits, providing necessary documentation and financial records.

Accountant

2013 - 2015

Carrefour - Amman, Jordan

Responsibilities:

- Processed and reconciled supplier accounts, ensuring accurate and timely payments for all procurement activities.
- Verified purchase orders, invoices, and receipts, ensuring alignment with company policies and budgetary constraints.
- Managed the issuance of checks and electronic payments to vendors, ensuring compliance with contract terms.
- Collaborated with the procurement department to resolve iscrepancies and maintain accurate inventory records.
- Supported procurement managers in financial planning and budgeting for supplier contracts.
- Key Skills: Procurement Accounting, Supplier Reconciliation, Payment Processing, Inventory Management, Contract Compliance.

Freelance Accountant

Various Small Companies - Amman, Jordan

Responsibilities:

- Provided freelance accounting services to small businesses, handling bookkeeping, financial reporting, and tax preparation.
- Assisted clients with financial planning, budgeting, and cash flow management to ensure business sustainability.
- Offered consultancy services on best accounting practices and internal financial controls to enhance operational efficiency.

COURSES

- Work Ethic
- Age Project
- We Are Community Leaders
- Success Skills

TECHNICAL SKILLS

- **Accounting Software:** Microsoft Dynamics 365, Falcons, QUICKBOOKS, and Microsoft Dynamics AX 2012.
- **Financial Reporting:** Preparation of financial statements (balance sheet, income statement, cash flow), budgeting, forecasting, and financial analysis.
- **Tax and Compliance:** Knowledge of Jordanian tax laws, VAT, and corporate tax regulations, with experience in preparing and submitting tax returns.
- **Accounts Payable/Receivable Management:** Expertise in managing AP/AR cycles, invoice processing, payment scheduling, and aging analysis.
- **ERP Systems:** Experience with full-cycle implementation, customization, and optimization of ERP systems for finance modules.
- **Data Analysis & Financial Modeling:** Proficient in building financial models, variance analysis, trend analysis, and scenario planning using Excel (Pivot Tables, Macros, VLOOKUP) and Power BI.
- **Audit & Internal Controls:** Coordination with external auditors, experience in designing and implementing internal financial controls, and conducting internal audits to ensure compliance.
- **Bank Reconciliation & Treasury:** Expertise in managing bank reconciliations, cash flow forecasting, and managing liquidity.
- **Cost Accounting & Inventory Management:** Skilled in cost allocation, product costing, and inventory reconciliation to support procurement and production planning.
- **Payroll Management:** Experience in handling payroll systems, processing employee salaries, and ensuring compliance with labor laws.
- **Microsoft Office Suite:** Advanced proficiency in Excel (financial functions, data visualization), Word, PowerPoint, and Outlook.
- **IFRS & GAAP:** Strong understanding and application of International Financial Reporting Standards (IFRS) and Generally Accepted Accounting Principles (GAAP).

REFERENCES

- Available upon request