



s.aljwawdeh@yahoo.com



00962799628889



Amman Jordan

EDUCATION

Bachelor of
Science:
Accounting
Al-zaytoonh University,
Jordan, 06/2010

SOFYAN AL-JWAWDEH

PROFESSIONAL SUMMARY

Detail-oriented Accountant with (12) years effectively maintaining accurate accounting information for large-scale financial organizations. History working as part of financial team to manage diverse financial functions, tax management and reporting. Works closely with executive management on complex mergers and acquisitions and divestitures

SKILLS

- Account reconciliation specialist
- Tax computing
- Financial Analysis
- Tax Accounting Specialization
- Cost Accountant
- Auditing and internal control
- Financial analysis
- Financial reports

WORK HISTORY

February 2024-September 2024

Habibah sweets AMMAN, JORDAN

Cost Accountant

- Work to determine the cost of the product and follow up on all production stages of the product until it becomes a finished product.
- Purchasing raw materials, communicating with representatives, collecting offers, and obtaining the best price and finest quality

January 2019 -December 2023

National Company for the manufacture of cables and electric wires - Accountant, AMMAN, JORDAN

- Gathered financial information, prepared documents and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Prepared and filed tax forms to meet needs of customers.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and cash and banking reconciliations.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.

December 2017 - December 2018

Al-nu'man company for vegetables and fruits - Accountant, Amman, Jordan

- Gathered financial information, prepared documents and closed books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Conducted technical and analytical reviews of tax returns to check for accuracy and qualified deductions.
- Itemized taxpayer expenses to identify maximum adjustments, deductions and credits.
- Modified comprehensive reporting to reflect changing financial structure.

December 2014 - June 2016

THE Hoy Quran Maintain Association - Public Relations Intern, Amman, Jordan

- Developed original content for blog posts and website articles.
- Created media kits and utilized promotional materials to meet specific strategic initiatives.
- Wrote and distributed press releases and social media content for clients and company.
- Responded to requests for information from media or designated appropriate spokesperson or information source.
- Increased revenues and supported business goals by developing public relations strategies and campaigns.
- Secured media coverage for clients, company and specific campaigns.
- Built strong relationships with media outlets and communications professionals to expand personal network.

April 2011 - May 2015

Active Star Company - Stock Controller and Accountant, Amman, Jordan

- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.

June 2010 - August 2011

Dorsch Gruppe - Accountant, Amman, Jordan