



Ahmad Aldubaij

Accountant

Profile

Education

82.3, Philadelphia University, Jarash

October 2018 — February 2021

It was a beautiful experience to study accounting at this university because all subjects are taught in English and there are the most qualified doctors.

Internships

Free work at Teacher Accounting, Amman

2018 — 2020

While studying, I had time to explain and give lectures to my colleagues in accounting subjects, especially before exams.

Awni Jaber Construction Contracting Est at Accounting, Salt

February 2018 — Present

This work is considered like self-employment because I still practice it to this day. This company is a company in my father's name and I do the accounts for him in any project, and I especially mention that I control his accounts receivables and salaries because the payroll system is a day laborer.

Jarrar and Al-Salymeh Company for Construction Contracting at Accountant Training, Amman

June 2020 — December 2020

I was trained in this company on the basics of working in accounting, how to manage accounts receivable and payable, the salaries of daily employees, and how to make contracts with clients.

Gogo Company at Supervisor Delivery, Amman

2019 — 2022

My task is to coordinate between the drivers in the KFC restaurant.

Guaranteed Office Accounting and Taxing Consultancy at Finance audit, Amman

February 2021 — August 2021

Immediately after graduation, I went to this company and was trained to audit the accounts of each company separately in order to prepare tax returns and review the tax departments with the tax assessor every 3 months.

Details

Amman, Jordan,

00962789194625

ahmadaldubaij@gmail.com

Links

[LinkedIn](#)

[Facebook](#)

Skills

Attention to Detail

Management Skills

Highly responsible and reliable

Detail Oriented

Data Analysis

Interpersonal Communication Skills

Self-motivation

Critical Thinking

Interpersonal Skills

Microsoft Outlook

Project Management

Highly Organized

Good time management

Active Listening

Flexibility and Adaptability

Hard Working

Leadership Skills

Time Management

Leadership and Teamwork

Problem Solving

Microsoft Office Word

Anas Almuhtasib trading & Distribute to Good System Company at Accountant and Warehouse, Ain albasha

September 2021 — May 2022

My job in this company was to enter daily entries, receive money from sales representatives, and record sales of receivables. I was responsible for all the warehouses, from cars to the company's warehouses. I was responsible for making daily salaries for the company's daily employees, and their salaries were delivered every weekend

Hussam Hdaeb Maintenance Trading (Nestle) at Accounting and Warehousing, Amman

May 2022 — Present

Responsible for the warehouses in this company, for auditing internal invoices, and for entering new customers' information into a special program owned by Nestle Company. Name of the program is SAP Cloud of Customer (ERP) Because this company is a main agent for Nestle Company in Jordan



References

References available upon request

Critical thinking and problem solving

Decision Making

Teamwork

Communication

Fast Learner

Ability to Multitask

Computer Skills

Customer Service

Ability to Work Under Pressure

Microsoft PowerPoint

Ability to Work in a Team

Communication Skills

Microsoft Excel

Microsoft Office

Effective Time Management

Financial Reporting

Report Analysis

Report about warehouse

Prepare inventory turnover

Calculate Cost of goods

I have several ways to inventory the warehouse

Public Language

Information search skill

Languages

Arabic

English

Hobbies

Watch and play football, Play Station , Drive Car , Card Play