

Suhaib Yousef Zaben

PERSONAL INFORMATION:

Nationality : Jordanian
Phone : +962 795 468 444
Birthday : May 29th, 1993
Address : Amman, Jordan
Gender : Male
Marital Status : Single
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CAREER OBJECTIVE:

A highly motivated **Tax & Accounting Consultant** with in-depth expertise in **financial analysis**, **corporate accounting**, **taxation**, and **IFRS-compliant reporting**. I am seeking a dynamic role where I can apply my experience in **tax advisory**, **financial strategy**, and **business consulting** to enhance operational efficiency, ensure compliance with regulations, and drive financial performance. Committed to delivering actionable, data-driven solutions that empower **informed financial decisions** and foster business growth through **innovative tax and accounting strategies**.

EDUCATIONAL:

- **Bachelor's degree in Accounting**
Al – Zaytoonah University Of Jordan, Amman, Jordan (2011 – 2015)
- **High School Certificate – Information Technology Branch**
Al Hasan Al- Barqawe Schools, Amman, Jordan (2010 – 2011)

QUALIFICATIONS:

- Improved personality, having dealt with experts, clients, and team members.
- Self-motivated; implemented decisions and set valuable priorities to achieve both urgent and durable goals.
- Can handle working under pressure and limited time.
- Able to establish and maintain good working relations with people from different nationalities and cultural backgrounds.
- Excellent organizational, problem solving, project management and communication skills.

Professional Experience:

■ Rawabi Dabouq Lelwasata Altejaria

Financial Manager

From: January 20, 2023 – Present

- Leading the finance department and overseeing day-to-day financial operations.
- Preparing monthly, quarterly, and annual financial statements and reports.
- Developing and monitoring budgets, forecasts, and financial planning strategies.
- Managing cash flow, working capital, and investment analysis to ensure financial stability.
- Coordinating with external auditors, tax advisors, and regulatory bodies.
- Supervising the accounting team and ensuring compliance with internal policies and financial regulations.

- Implementing financial controls and risk management procedures.
- Providing financial analysis to support business decisions and improve profitability.
- Overseeing payroll, accounts payable/receivable, and general ledger maintenance.
- Evaluating and improving accounting systems and procedures for efficiency and accuracy.

■ **Tripoli Construction Co.**

Senior Accountant From: February 26, 2020 – January 19, 2023

- Set up the company's accounting system from the ground up.
- Managing financial records, reconciliations, and monthly closings.
- Supporting audits and ensuring accuracy of financial data.

■ **Mastring for Restaurants and Hotels Supplies Company**

General Accountant From: August 1, 2017 – January 1, 2023

- Responsible for daily accounting operations, including journal entries and bank reconciliations.
- Prepared financial statements and ensured compliance with accounting standards

Core Responsibilities & Expertise:

- 1) Substantiate financial transactions by auditing documents. Oversee taxes and abide by government regulations.
- 2) Prepare tax computations and returns.
- 3) Complete general ledger operations
- 4) Preparing the financial statements According IFRS
- 5) Prepare tax provisions schedules, returns, payments, reports and maintain a company's tax database
- 6) Evaluate tax regulations and suggest policies that diminish Taxes.
- 7) Analyzing Financial Statements and Daily Entries
- 8) Prepare and assist with annual budgets and quarterly re-forecasting

Technical & Computer Skills:

- ☐ Advanced MS Excel ability
- ☐ ERP System (Falcons Soft, Quik Books...etc.)

Key Soft Skills:

- ☐ Highly detail-oriented and organized.
- ☐ Ability to meet a constant stream of deadlines.
- ☐ Superior analytical and problem-solving skills.
- ☐ Time management.
- ☐ Multi-tasking
- ☐ Excellent analytical and numerical abilities

Languages:

- ☐ **Arabic:** Native Language
- ☐ **English:** Very Good