



amjadmonther5@gmail.com



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Jordan

EDUCATION

Bachelor, Accounting
Zaytoonah University,
Amman, Jordan
October 2018

- [3.28] GPA

LANGUAGES

English:

Intermediate (B1)

Arabic:

Bilingual or Proficient (C2)

AMJAD ALDARAWSHEH

LINKEDIN

<http://www.linkedin.com/in/amjad-aldarawsheh>

ABOUT

Detail-oriented and results-driven Accountant with over 3 years of experience in financial accounting, tax preparation, payroll, and data entry. Adept in managing GST, income tax reporting, reconciliations, and preparing financial statements. Proven track record of maintaining accurate financial records, optimizing accounting systems, and working in high-pressure environments. Proficient in QuickBooks, Microsoft Excel, and financial reporting.

WORK HISTORY

March 2023 - July 2025

Arab Gulf Company - Accountant, Amman, Jordan

- Recorded sales and purchase entries including GST and bank reconciliations.
- Managed prepaid & accrued expenses, import purchases with 2% income tax payments.
- Prepared sales tax reports and income tax reports as per local regulations.
- Handled payroll accounting including social security and payroll tax calculations.
- Drafted and finalized financial statements and monthly financial reports.
- Utilized Microsoft Excel for financial tracking, reporting, and reconciliation

July 2019 - December 2021

Wadi Rum Company - Accountant & Data Entry Specialist, Amman, Jordan

- Designed Chart of Accounts and managed QuickBooks system.
- Prepared monthly accounts, financial statements, and tax returns.
- Analyzed financial performance, monitored budgets, and managed spending control.
- Supported data entry, document preparation, and financial data accuracy.
- Assisted with inventory and customer management, improving service delivery.
- Conducted variance analysis to identify discrepancies and recommend corrective actions.
- Managed financial reporting processes, ensuring accuracy and compliance with accounting standards.
- Developed and implemented budgeting procedures to enhance financial planning efficiency.
- Used advanced software to prepare documents, reports, and presentations.

January 2017 - December 2017

Hawa Beirut Restaurant - Cashier, Amman, Jordan

- Processed payments and maintained an accurate cash drawer.
- Operated POS system, ensuring quick and error-free transactions.
- Ensured customer satisfaction by resolving issues promptly
- Assisted customers with transactions, ensuring smooth and efficient service.
- Maintained cleanliness and organization of checkout areas to enhance customer experience.
- Handled cash register operations, accurately processing payments and issuing receipts.

January 2014 - December 2016

Americana Group – KFC - Cashier, Amman, Jordan

- Implemented inventory management practices to reduce discrepancies in stock levels.
- Trained new cashiers on operational procedures and customer service standards.
- Handled cash, credit, and digital payments while ensuring compliance with company policies.
- Welcomed customers and helped determine their needs.
- Greeted customers entering store and responded promptly to customer needs.
- Worked flexible schedule and extra shifts to meet business needs.

SKILLS

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|----------------------------------|------------------------------|
| • Financial Reporting & Analysis | • GST & Income Tax Filing |
| • Bank Reconciliation | • Payroll Processing & Tax |
| • QuickBooks & Chart of Accounts | • Prepaid & Accrued Expenses |
| • Microsoft Excel, Word | • Data Entry & Accuracy |
| • Budget Monitoring | • Customer Service |
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PERSONAL STRENGTHS

- Strong attention to detail.
- Works well under pressure.
- Highly disciplined and self-motivated.
- Team-oriented and collaborative.
- Fast learner and problem solver.