Sabha Hasan Jaara

**Address Madaba**

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**Summary**

Talented and focused professional with more than tow months of expertise performing successfully in fast-paced environments. Looking for an Accountant position.

# **Skills**

* Data entry
* Accounts payable and receivable
* MS Office Suite
* Strong communication skills
* Able to respect deadlines.
* Ability to work under stress.
* Good at team-working.

# **Work History**

**Mar2017-may2017**

**Oct 2017 -**

**Feb 2018**

**Accountant, Ministry of Justice /Madaba**

* + Completed daily accounting tasks including tracking funds, preparing deposits and reconciling accounts.
* Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.
* Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations
* Maintained and processed invoices, deposits and money logs.
* Reviewed and processed client payments, including electronic payments and check deposits.
* Tracked financial progress by creating quarterly and yearly balance sheets.

**Trainee, Madaba Institute** for **Mosaic Art** and **Restoration** (MIMAR)

**Oct2017-2019**

The Institute offers the only diploma program specialized in scientific methods of restoration and conservation, as well as the artistic aspects of mosaic art and development in the region.

# Courses

2015-2016 - Company Start-up Program - INJAZ

2015-2016 - Ethics in work - INJAZ

2015-2016- We are social leaders - INJAZ

2015-2016 -SAP ERP-Al Balqa' Electronic Academy

# Education

**Bachelor’s degree** in Accounting, Al-Balqa Applied University, (3.60/ 4.0) Very Good

## Languages

Arabic: Native Speaker

English: Very Good