



Huda mohammad abdalrahman alajouri

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OBJECTIVE

To be part of a company that will not only provide me with professional and financial stability but will also offer me growth, advancement and an environment of teamwork.

WORK EXPERIENCE

Unigaz Jordan - Al Nukhba Engineering For Gas & Fuel

January 2012 — March 2013

(Accountant)

1-Responsible for data entry, including invoice and generating checks and accounts payable and accounts receivable and Expenses and Salaries using dolphin Pro.

2-Writing checks and delivered to suppliers

3-Preparation of bank reconciliations

4-Preparation settlements with customers and suppliers.

5-Collection from customers.

6-Prepare daily reports and delivered financial director.

7-Audit of accounting books, invoices payment and receipt vouchers

The Housing Bank for Trade & Finance

June 2014 — October 2014

(Teller)

1-Process transactions accurately and efficiently in accordance with established policies and procedures.

2-Efficiently operate computer software used to perform daily duties " Fin-core".

3-Daily operations with check cashing, deposits, withdrawals, and foreign exchange.

4-Perform operations providing cashier checks and money orders" western union"

5-Experience in handling a daily volume of over 120 transactions

6-Handled routine financial transactions such as deposits, withdrawals, advances, loan payments, check cashing and balanced these transactions daily while ensuring a positive interaction with customers and non-bank customers.

7-Balanced currency, coins and checks in cash drawers at the end of shifts and calculated daily transactions using computers and calculators.

QUALIFICATIONS

Training of my career as an ACCOUNTANT (60) hours Training ,In optimal center , in Amman-Jordan Training on the preparation of journal and ledger and trial balance.

Learn English in center Bell Amman

EDUCATION

Master in accounting and finance

September 2012 — present

The Hashemite University

Obtained the MS degree with GPA (Excellence) (3, 64 -4)

BSc in Financial Economics

September 2008 — May 2011

The Hashemite University

(Very Good)

INTERESTS

Music, Reading, learning

REFERENCES

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