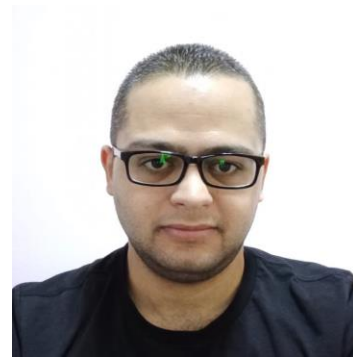# Curriculum Vitae

► Personal Information :

• Forename : Khaled

• Surname : Ta'ani

• Gender : Male

• Address : Irbid-Jordan

• E-mail : k.taani@yahoo.com

• Mobile : 00962-775611030 / 00962-788630971

• Date of birth : 08/11/1988

• Place of birth : Irbid

• Nationality : Jordanian

• Religion : Muslim

• Marital status : Married

►Objective :

• A Chief Accountant / Accounts Manager seeking a job in the field of accounting and business that allows me to contribute my experiences and skills towards the success of my company .

►Education :

• 2010 : Yarmouk University , bachelor degree in Accounting - 3.5 years (82.3%).

• 2006 – Scientific Stream (85.2%) .

► Professional Experience :

• Irbid Speciality Hospital IVF Center , Accounts Manager/Chief Accountant , 01/01/2016 till now .

• Irbid Speciality Hospital IVF Center , General Accountant ,01/04/2012 till 31/12/2015 .

• Abu Khader Automotive Group, General Cashier , 16/02/2011 till 27/02/2012

►Main Responsibilities :

• Managing the daily operations of the accounting department .

• Monitoring and analyzing accounting data and produce financial reports.

• Help with quarterly and year-end financial audit activities and the annual corporate financial controls audit .

►Courses :

• CMA " Certified Management Accountant " course , 16/02 – 16/08/2012 , Al-Nobels Cultural Center .

• JCPA " Jordanian Certified Public Accountant" course , 24/07- 13/11/2010 ,

 "Dar al-oloum Cultural Center" with the cooperation with "Talal Abu Ghazaleh Group."

• Rehabilitation of Junior Accountants Course (Excellent degree) , 10/02-10/03/2010 , Ali Taamneh Center .

• Managerial Skills Course , 2010 , Yarmouk University .

►Key Skills :

• Accounting Softwares ; Quickbooks , SAP , Total Accounting , ACCPAC .

• Microsoft office (word, excel, PowerPoint….etc)

• Internet skills

• Communication skills

• Leadership skills

• A Good team worker

.►Languages :

• Arabic   : Mother tongue

• English : 1- Speaking : Very good .

　　　　　　2- Writing   : Excellent .

　　　　　　3- Reading   : Excellent .