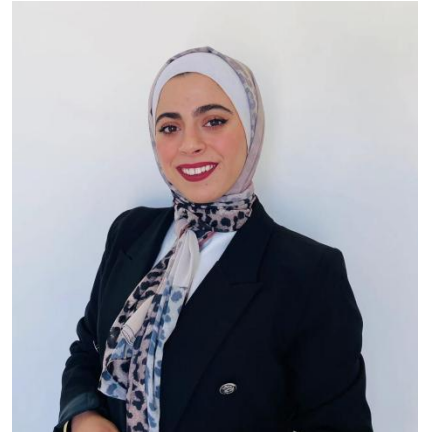


## **Personal Information**

Full Name: Maram Ghaleb Abuawad  
Birth Date: Aug 24, 1996  
Nationality: Jordanian  
Gender: Female  
Mobile: 079 783 1 444  
Email : Maram.abuawad.96@gmail.com



## **Career**

I have more than four years of experience as an accountant. I want a challenging job where I can use my skills in managing accounts, following tax rules, checking finances, and doing audits to help a smart company grow. I'm excited to use my deep knowledge of accounting, my carefulness with details, and my skill with financial systems to make things more accurate, make processes smoother, and improve financial success.

## **Experience**

Sep 2019 - Present	<b>Senior Accountant</b> Valivo for Mobile Trading & Electronics - <b>vivo</b>
Jan 2019 - Sep 2019	<b>Accountant</b> Total for Computer Services
3 months	<b>Trainee</b> Trainee Accountant at Agricultural Engineers Association

## **Responsibilities and duties**

- Prepare necessary paperwork for tax payments and returns and check the submitting process
- Calculate the fixed assets monthly and yearly and process the assets sales
- Prepare income tax for the employee ,submit in ISTD website and pay it.
- End of year make Income tax clearance for employee (ج/3).

- Coordinate and conduct regular stock counts in company warehouses.
- Ensure accurate recording of stock levels and update inventory records as needed.
- Collaborate with relevant teams to address discrepancies and maintain accurate inventory data.
- Make sales invoices and follow the Collecting process
- Administer accounts receivable and accounts payable.
- Make AR aging reports and submit to the management
- Follow up the customs clearance fees in ASYCUDA and check calculation.
- Month-end review, adjustments, accruals, etc.
- Prepare data for HQ each month to audit the payments and expenses.
- Review payroll and submit.
- Review the medical insurance process and payments.
- Review the commissions and KPI for the employees and submit it.
- Bank and cash reconciliations.
- Monitor and resolve bank issues including fee anomalies and check differences.
- Prepare and process journal vouchers in Accounting system that comply with accounting standards.
- Prepare and check all the documents needed for the financial statements and follow up with auditors until finish.
- Interact with internal and external auditors in completing audits.
- Reconcile and maintain balance sheet accounts.
- Follow corporate and approved accounting policies and procedures.
- Ensures accurate and timeliness of reporting.
- Performs other duties as directed by the Accounting Manager/Supervisor.
- Performing other accounting duties and supporting junior staff as required or assigned.
- Spot errors and suggest ways to improve efficiency and spending.

## **\*Special Courses**

### **Center Name:**

Sarah Center  
Amman chamber of commerce

### **Course Name:**

CFM course  
Financial analysis

## **Education**

2014-2018      Balqaa Applied University -center / Jordan , Amman  
Bachelor Degree in Accounting