

Resume



Personal Details:

- Name: Feda Bassam Daghlas
- Nationality: Jordanian
- Marital Status: Single
- Email: feda.basam@yahoo.com
- Mobile: +962780304067
- +962780337934

Objective:

Looking forward to have an opportunity in your esteemed establishment, where I will make the maximum use of my potentials and skills to achieve the organizations mission beside my goals.

Education:

- bachelor degree (finance and Banking sciences)Yarmouk university (Very Good) 2015 Jordan.
- High School Certificate (information technology) 2011

Training Courses:

- course of Financial managers and Tax consultants.

Employment History:

1/march/2015 – present

AL-Shurooq for Accounting and Financial and Tax consultants.

Skills:

▪ **Accountant**

- preparing balance sheets as well as tax-operations and tax problems.
- Final accounts, Budgets, Records and tax returns.
- payment and receipt vouchers.
- Reconciliation for Banks, Debtors, Creditors, other parties.
- Create Accounting system.
- Letter of credit, Assets Management.
- preparing balance sheets wages and salaries.
- Prepare & Record all accounting entries.
- Classification direct & indirect cost for projects.
- Evaluating Inventory.

▪ **Personal**

- Strong verbal and personal communication skills, the ability to work under pressure
- Creative leader with excellent time management skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.
- Self-motivated, initiative and energetic.
- Literacy in Computer applications & Internet
- Proficient in the use of: (Word/Advance Excel/PowerPoint / Access).
- Business understanding.

Languages:

- Arabic: Mother tongue
- English: Very good.
- Turkish: under process.