




# Bara'ah Issam Abu Mueitik


## Accounting

 Bra2aesam1994@gmail.com

 0791312508

 Aqaba

 [www.nahno.org/](http://www.nahno.org/) براءة-ابومعيتق

 4/8/1994

### PERSONAL SKILLS



Very Good at MS Word.

Very Good at QuickBooks.

Advanced skills at MS Excel.

Knowledge of using the Internet:  
(E-mails, social media and website)

### HOBBIES



Reading



Photography



Designing

### SUMMARY



Seeking a position in **Accounting** where I can apply the knowledge and skills gained at university and through my training courses

### EDUCATION



Sep 2012  
Feb 2017

#### B.A Degree - Accounting

University of Jordan

### WORK EXPERIENCE



Nov 2021  
Jul 2022

#### Data Entry

Jordan Health Aid Society

Entering citizens' data Corona testing during the pandemic

Oct 2020  
Feb 2021

#### Data Entry

Al Wathba Company

With the Corona Virus Team

3 month 2020

#### Office Employee

delivery company

Organizing files, printing reports, and serving customers

Alzarqa

### COURSES



- Present -

#### Volunteer Member

Leave a Trace Initiative

6 month 2019

#### Practical Training Course in Accounting

IGCA Academy, Jordan

Among other things, the course included the following:

- Preparing a chart of accounts using QuickBooks
- Sales entries including GST
- Purchases entries including GST
- Import purchases including GST as well as 2% income tax payment
- Prepaid & accrued expenses
- Sales tax report
- Income tax report
- Payroll accounting, including social security as well as payroll tax
- Financial statements