

# Curriculum vitae

## Nesreen Abdulaziz Aljaafreh

E-Mail : nesreenjaafreh65@gmail.com

Mobile: +973- 35093560 / 33610230

CPR : 801531799

Nationality : Jordanian

Marital Status: Married

Date Of Birth :29-Jan-1980

### **PROFESSIONAL SUMMARY**

A well-seasoned and result oriented person, experience in handling multicultural teams. Met and exceed desired organizational objectives. Seeking a challenging opportunity with a reputed organization which offers personal growth and advancement opportunities

### **PROFESSIONAL EXPERIENCE**

Ministry of Health – Jordan  
Accountant.

Dec 2007 to Dec 2015

- A detail oriented professional with excellent knowledge of accounts possesses rich experience of 7+ years of experience in financial planning, analysis and accounting principles .
- Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
- Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
- Innovator with creative skills and experiences to improve overall business processes.

Arab Bank – Jordan  
Teller.

Jul' 2002 – Jul' 2003

- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.

- Records transactions by logging cashier's checks, traveler's checks, and other special services; preparing currency transaction reports.
- Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.

• **AlJamal Fashion Trading Company – Jordan**

**Dec' 2003 –Jul' 2007**

• **Quality Control Accountant.**

- Manage all accounting operations including Billing, Cost Accounting, Inventory Accounting and Revenue Recognition
- Coordinate and direct the preparation of the budget and financial forecasts and report variances  
Handled up to 20 staff at given time at location
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

**Tutorials teacher ( BAHRAIN )**

- help students learn, reviewing content with them, explaining how to solve problems and checking completed work
- help students develop study skills and organization techniques to help improve their academic performance. This may be done in a one-on-one or group setting.
- Arabic , English , Math's teacher for the 1<sup>st</sup> grade to the 6<sup>th</sup> grade

**TRAININGS ATTENDED**

- Computer skills (Alreem For Computer Training )
- Governmental accounting by computer ( Mutah University )
- Lecturer at the Red Crescent
- Hairdressers and makeup professional certificate
- Bahrain Driving License Holder.

**EDUCATION**

<b>2000</b>	<b>Accounting</b>	<b>Balqa Applied University</b>	<b>Jordan</b>
-------------	-------------------	---------------------------------	---------------

**I.T & LANGUAGE SKILLS**

- Proficient in MS Office Applications
- PowerPoint
- Excel
- Microsoft word
- Fluent in, English, Arabic