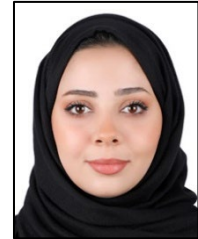


- **Name:** Bushra Faiq Tawfiq Shaaban
- **Nationality:** Jordanian
- **Birth Date:** march 18, 1996
- **Address:** Abu Dhabi, UAE
- **Relationship:** Married

**Contact info:**

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- **Email:** [b.f.shaaban@gmail.com](mailto:b.f.shaaban@gmail.com)
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**Personal Profile:**

An accountant with over 2 years' experience in Jordan, Proficient in financial transaction recording, accounts payable/receivable, balance sheet management, customer invoicing, petty cash handling, and check clearing. Skilled in accounting restriction register (Jamsheed program). Detail-oriented and committed to delivering good financial management.

**Professional Experience:****• July. 2019 – August. 2020**

An employee at Midas Center for one year, as a general accountant.

**Responsible for:**

- Accurately recording financial transactions.
- Handling accounts payable and receivable.
- Managing Balance sheets.
- Raising customer invoices and dealing with customer queries.

**• Oct. 2018 - Jun. 2019**

An employee at Irada Program which is a part of Royal Scientific Society (RSS) for eight months, as an assistant accountant.

**Responsible for:**

- Handling petty cash and make control on the cash payment.
- Registration of accounting restrictions (Jamsheed program): Payroll entries, expenses entries, and revenue entries.
- Check clearing depending on the invoices.

**Education:**

(2014-2018) B.Sc. degree in Accounting  
Faculty of economic, the Hashemite University – Zarqa, Jordan.

**Language:**

- Arabic (Native language)
- English

**Topics Familiar with:**

- Handling accounts payable and receivable.
- Raising customer invoices and dealing with customer queries.
- Registration of accounting restrictions (Jamsheed program): Payroll entries, expenses entries, and revenue entries.
- Accurate recording financial transactions.
- Check clearing depending on the invoices.
- Managing Balance sheets.
- Handling accounts payable and receivable.
- Handling petty cash

**Skills:**

- Very good communication skills.
- Work under pressure
- Great leadership and teamwork skills
- Time management

**Software Skills:**

- **JamSheed**
- **Microsoft Office**

**References:**

- **Irada Program**

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