

Curriculum Vita

***Personal Information:**

-Name : Hamzeh Khaled Al-damen
-Nationality :Jordanian
-Birth Date : 5/9/1986
-Mobile Number : 00962796134136
-E-mail :
hamzehkhaled_1986@yahoo.com

-Address :
Irbid, Jordan
-Gender: Male
-Marital Status: Single



***Objectives:**

To be a part of a professional organization, work for the progress of the company, as well as for self development by importing and exporting my knowledge and accounting skills for mutual benefit

***Education background:**

2015	Jadara University Irbid ,Jordan Master in Human Resource Manager
2005-2009	Irbid National University Irbid ,Jordan B.sc Science in finance and banking
2005	Jordanian general certificate of secondary education <u>literary section -2005</u>

***Professional and work Experience:**

June 2010 - until now
Teller in Jadara University
Dec-2015 Head of Revenues Division.
-Working as Financial Accountant by using Oracle.
-Making Reports by using Excel.
-Making Salary ,Revenue ,Expensive and any report by using Excel.
-Preparing Reconciliation of bank statement.
-Working with the Accounting Department for the university budgets.

Perfect and excellent employee Award from Department of finance to 2013.

Jun 2017 – until now

- Lecturer in Jadara University in Business Administration Department

***Additional Attributes:**

-Native proficiency in Arabic

-English: speaking –Good writing –Very Good

-Very good in Excel and other Microsoft office (Word ,Access ,PowerPoint)

-Using Quick Books Pro ,2004 (During university study)

-Working at Oracle 6i system (Student Accounting system of Jadara university)

-Working at Addax system (General Accounting system of Jadara university)

-Able to learn any accounting system and apply it

-Very good in the interpersonal skills (Communication ,Interviewing ,Listening ,Writing ,and Oral presentation skills).

-Able to work alone and with a team.

-Able to learning and working under pressure.

-Reading and drawing flowchart.

-Valid driving license.

***Accounting Skills:**

-Using Oracle and Addax accounting system during working

-Using Quick Books Pro,2004 during university study

-Making journal entries

-Making adjusted journal entries

-Preparing employee salaries at Excel

-Determining inventory Quantity

-Preparing Financial Statements

-Preparing Budgets

-Calculate the depreciation of tangible assets

-Calculate the products cost in the manufacturing company

***Courses:**

- Credit Management.

- Risk Management.

- Time Management.

- Comprehensive Quality Management.