



# AwwadFakhoury

2 Al-KahefSt

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## Experience

Tekram engineering for maintenance and decoration APR 2021-

khilda— Accountant &HR

Jordan aviation

Nov 2020 – mar 2021

*Umm uthaina* —Admin Accountant

Ala'a & Bashar Haddad, 93

Feb 2018 – Dec 2018

Al-Gardenz St— *accounting officer (trainee)*

- Transferring transactions into accounting entries and uploading them to the system
- Follow up on tax matters with the tax auditor
- Follow up on customer bills through e-mail and separate them by type (purchases and sales)

## Education

Latin Patriarchate School

Sep 2010- July 2016

Al-Fuhais — Tawjihi (Information Technology Stream)

Hashemite University

Sep 2016 - Aug 2020

Al - Zarqa — Bachelor's Degree in Accounting

## Certificate

Pioneer Academy

jul2020-aug2020

Qualification of accountants to the labor market

Queen Rania St, Amman – Certificate in

British Council

Oct2018 – Mar 2019

1<sup>st</sup> Circle — Elementary 4 / Intermediate 1

Overall Result B

## ABOUT ME

A fresh graduate with potential to make a difference. Seeking to find career with a well reputable institution where I can

## Languages

Arabic (mother language)

English

## Skills

Microsoft Office Excel

Microsoft Office Word

Accounting Programs

Team work– Time management

Communication skills

Work under pressure

Quick learner-problem solving

