

SAWSAN ALAWNEH



About

Date of Birth : Jul 3rd 1988
Place of Birth : Saudi Arabia
Nationality : Jordanian
Marital Status : Married

Contact

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Shaikh Khalifa St., Al Nuaimiah,
Ajman, United Arab Emirates

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Languages

Arabic : Mother Tongue.
English : Very Good.

Availability

Immediately

Summary

Experienced in training coordinating from arranging with the target group and the supervising authorities to the preparation of financial claims for the trainers through any work related with trainees certificates, attendance statements and suppling training requirements, with a strong accountancy background since I have worked as a managerial accountant for two years, where I have prepared Journal entries, Bank reconciliation, payroll statements and assisting with the preparation of financial statements.

Skill Highlights

- Excellent knowledge of ERP systems.
- Strong computer skills, MS Office,
- Communication, interpersonal and organizational skills.
- Excise Tax and Value Added Tax (VAT).

Experience

District Coordinator - August 2013 till June 2014

ERFKE II - School and Directorate Improvement Project (SDIP), Amman, Jordan

- Supporting the work of the SDI Specialist and the Ministry of Education Supervisors in the field.
- Preparing schedules for school visits by district and SDI Personnel.
- Organizing logistics, budgets and financial claims for the training
- Organizing community meetings and follow up
- Preparing for SDIP activities in the field and ensuring smooth operations of activities
- Ensuring the delivery of SDIP services in collaboration with other SDIP staff
- Gathering, reviewing, verifying data from field offices and input them into the project data base
- Gathering and verifying data from schools in the district.
- Preparing data- based weekly and monthly reports.

Managerial Accountant - February 2011 till March 2013

Combaj international Ltd. Co., Amman, Jordan

- Preparing Journal entries related to daily activities.
- Preparing Bank reconciliation statements.
- Preparing Salaries report and related accounting process.
- Assisting in Producing the financial statements.
- Monthly closing of accounts.
- Coordinate the provision of information to external auditors for the annual audit.

Education

Bachelor of **Accounting Information Systems** – 2010

- **Institution:**
Al-Balqa'a Applied University, Amman, Jordan 2006 – 2010.
- **Average:**
Very good, Grade: 3.44
- **Graduation Project:**
The Impact of Implementing ERP Systems on Companies' Performance.

Training

- Trained in Jordan Islamic Bank, 2009, Amman – Jordan.
- Basic Life Skills at Irada Program, 2007, Amman – Jordan.
- Business Ethics at INJAZ, 2007, Amman – Jordan.