



## Samer Hayati Hussein

Riyadh • KSA

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### Personal Information

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**Nationality:** Jordanian

**Birth Date:** 30.Jul.1993

**Birth Place:** Jordan

**Age:** 25

**Marital Status:** Single

**Gender:** Male

### Personal Statement

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An **accounting** graduate with a bachelor's degree from "Zarqa University", and with **3 years' experience** as "**Financial Accountant**" in a Trading company, looking to secure a senior accounting position to use and further develop my analytical skills and accountancy knowledge in a practical and fast-paced environment. My career goal is to assume a role which allows me to take responsibility for the analysis and interpretation of Accounting and finance transactions for a well-respected and market-leading company.

### Employment History

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**Financial Accountant, Second Generation for Trading.Co.**

**Amman - Jordan**

*(Sep 2017 – Present)*

#### Tasks and Responsibilities:

- Accounts receivables operations & debtors analysis.
- Accounts payables operations & creditors analysis.
- Daily journal entries & Monthly accruals & prepayments entries.
- Payroll charge & HR entries calculations ( Salaries, EOS clearances..etc. ).
- Monthly general ledger GL hard closing reconciliations.
- Fixed assets control.

**Financial Treasury Teller, Maysam for Trading & investing.Co.**  
**Amman - Jordan**  
*(Jun 2013 – Jul 2014)*

**Tasks and Responsibilities:**

- Processing customer deposits, withdrawals, and payments.
- Accepting cash from customers.
- Referring customers with financial problems to other colleagues for assistance.
- Controlling and monitoring the levels of cash in the teller drawer and following all cash handling procedures.
- Accurately receiving, counting and distributing cash.
- Writing reports and correspondence on matters related to customer accounts.

## **Education**

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**Zarqa University, Zarqa' - Jordan**  
*(September 2011 – July 2016)*

**Faculty:** College of Management and Financial Sciences.

**Major:** Bachelor's degree in **Accounting**.

**Grade:** Good, (GPA 71.5 of 100 ).

**Qutayba Bin Muslim High School, Amman - Jordan**  
*(September 2010 – August 2011)*

**Major:** HSC Degree / Information Technology, IT

**Grade:** Good, (GPA 77.3 out of 100).

## **Training**

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**Assistant Accountant, Consulting and Accounting Services Office.**  
**Amman – Jordan**  
*(Jul 2016 – Aug 2017)*

## Key Skills

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- Proficiency in all areas of **Microsoft Office**, including **Excel**, Access, Word and PowerPoint & **Internet Tools**.
- Excellent **communication skills**, both written and verbal.
- Ability to work under stress.
- Problem Solving & **Creative thinking skills**.
- Excellent **organizational skills**.
- The ability to lead a team.
- **Accuracy** and attention to detail.

## Languages

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- Arabic: Mother tongue Language.
- English: Very Good (Reading, Writing, Listening, Speaking).

## Hobbies & Interests

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- Reading books in human development.