

# غالب ليث الهلسه

## Personal Details

- Phone : 0797852300
- Email : gallebhalaseh98@gmail.com
- Address : JORDAN. Karak
- Date of Birth : 28/4/1998
- Marital Status : Single
- Nationality : Jordanian



## Objective

I am looking for a job that matches my personal and applied skills in administrative affairs, accounting department, banking sector, personnel affairs and the ability to communicate with employees and customers and manage the work team. I am also able to face challenges and difficult problems and solve them. I am also ready to gain experience in various fields and different companies and be able to take on work responsibilities.

## Experience

- **Training accounting** 21/8/2023 - 21/9/2023  
Princess Basma Centre  
I was trained at the Princess Basma Center in the Accounting Department through the Darb Project for a period of one month

★I was trained on the following accounting matters: entering disbursement and receipt documents and recording them into the financial system. Preparing employee salaries. Preparing financial statements, preparing inventory, carrying out the destruction and archiving process, and auditing the center's accounts.

## Education

Course / Degree	School / University	Grade / Score	Year
Bachelor's in accounting	Mutah university	75.71%( good)	Graduation year 16/9/2020

## Skills

- Computer skills(MicrosoftExcel , Microsoft word , Microsoft office)
- Teamwork skills
- Time management and organization
- solving problems
- work under pressure
- communication skills

## Achievements & Awards

- Holds an audit course and international standards from the Office of Career Guidance and Graduate Follow-up, Mutah University 14/10/2018-10/12/2018
- - A training course entitled "Basics of Practical Accounting" from the Sob Foundation for Training and Accounting Business
- He holds a course in investment principles from the Edraak Foundation 29/8/2023
- He holds the Preparing external financial reports - CMA course from the Edraak. 4/9/2023
- Introduction to Human Resource Management from the Edraak Foundation 10/9/2023

## Languages

- English Excellent reading, excellent writing , Medium conversation
- Arabic. Excellent reading, excellent writing, Excellent speaking