



Curriculum Vitae

Name: Shereen Abd Al Rahman Rahahleh

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Objective:

Seeking a challenging position to meet my competencies, capabilities skills, education and experience at a reputable company that can also enrich my knowledge and widen my experience.

A team player who is also capable of taking an individual role, with eager to learn and excel.

Personal Information:

Date of Birth : March, 22th, 1985

Gender : Female

Marital Status : Married

Nationality : Jordanian

Education:

2003-2007: Al- Balqa' Applied University / Faculty of Economics
Bachelor Degree (Very good) Accounting information system.

2003: Sokayna Bint Al Hussain School / literary stream
Jordanian National Certificate (Very good) - Tawjihi.

Internship & Experience:

(2007 to Present): Accountant at AL Mukhtar Mall

Extra Attended Training Courses:

2006: Training course (Cairo Amman Bank) customer service

Languages

- 1- Arabic – Mother Language
- 2- English - Good

Skills:

- Salaries Preparation
- Income Taxes & sales Tax
- Preparation Social security
- Making Profit and Loss Statements
- Auditing Skills
- Bank Reconciliations
- Adjustment Entries and book keeping
- Very Good Knowledge in Visa & MasterCard.
- Very Good Knowledge in Agreement Management
- Excellent Communication Skills
- Excellent Organizational Skills
- Excellent Negotiation Skills
- Team work
- Excellent Computer Skills and its Application (Ms .Office)
- Excellent Command of Internet Applications.
- Problem Solving

Personality

- Very Ambitious and Willing to Learn
- Capable of working as a team player as well as individual player.
- Quite, Hard worker , Fast learner and function perfectly under pressure ,

Hobbies:

- Reading.
- Playing Chess.

References:

- Abdelhameed Nesour – Head of Accounting at JoSecure
(KADDB Investment Group)
Mob: +962795715963
- Ahmad Abdulqader – Marketing Coordinator
(KADDB Investment Group)
- Mob: +962772463776