

Mahmoud Alassaf

ACCOUNTANT

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📍 Amman - Jordan



Objective

Eager and motivated recent graduate with a Bachelor's degree in Accounting seeking an entry-level position as an Accountant. Strong academic background in accounting principles, financial analysis, and auditing. Demonstrated proficiency in utilizing accounting software and MS Excel for data analysis and financial reporting. Detail-oriented with a commitment to accuracy and efficiency in all tasks. Excited to apply theoretical knowledge to practical scenarios and contribute to the success of a dynamic accounting team.

Education

♦ **University of Petra | Amman , Jordan**

2019 - 2024

Bachelor's Degree in Accounting

Experience

♦ **Branch Manager and Cashier At Prime Fresh Food Company (Healthy Food)**

| from July 2022 to October 2022

1. Managed daily operations of the branch, including inventory management and customer service.
2. Handled cash transactions accurately and efficiently, ensuring proper reconciliation at the end of each day.
3. Implemented strategies to enhance customer satisfaction and increase sales revenue.

♦ **Cashier At Alghanim Supermarket**

| 2015 to 2016

1. Operated cash register and processed customer transactions promptly and accurately.
2. Assisted customers with inquiries, provided product information, and resolved any issues or concerns.
3. Maintained cleanliness and organization of checkout area to ensure a pleasant shopping experience.

♦ **Cashier At Manqoushe Restaurant**

| 2019 to 2020

1. Managed customer payments and processed orders through the POS system efficiently.
2. Collaborated with kitchen staff to ensure accurate order delivery and resolve any discrepancies.

♦ **Training at Yaser Alsahli & Sons. Company - 160 Hour**

Skills

- ♦ Microsoft Excel: Proficiency in Microsoft Excel, including data entry, formulae, and basic data analysis functions.
- ♦ Excellent Communication and Interpersonal Skills.
- ♦ Time Management
- ♦ Attention to Detail
- ♦ Problem-Solving
- ♦ **Language: Native - Arabic, Good - English**