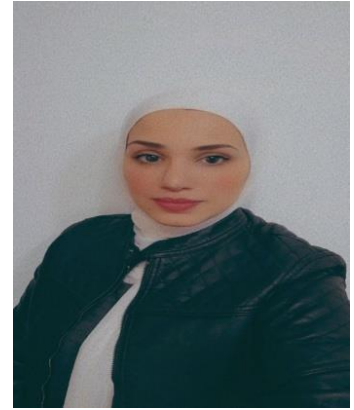


Natali Tareq Elayyan



Personal Information

- Date of Birth : May30th, 1989
- Place of Birth : Amman – Jordan
- Nationality : Jordanian
- Marital Status : Single
- Sex : Female
- Religion : Islam

Contact Information

- Mobile : +962790985214
- Email Address : natalielayyan1989@gmail.com

Objectives

As a person who is extremely passionate and eager at the same time. owing skill of fast learning is added to the wonderful organizational skills that have been acquired. More over the strong belief that any work must be accomplished with diligence and intelligence.

Am searching for an institute where the environment is challenging and encourages professionalism growing at work to demonstrate my acquired capabilities and skills.

I can work with focus even under different pressures. I take responsibility and I am a distinguished person with excellent communication skills either in Arabic or in English when working with a group or a team.

My previous experience gave me preference in knowing the community and the surrounding environment in addition to the business world.

Education

Bachelor's Degree / Banking and Financial Science.

At Al-Zaytoonah University

Graduated in 2011.

Experience

Trade & Marketing Professional, from September 2015, till date.

Healthcare Sector Trading working as general accountant with the following duties:

- Supervise all regular accounting processes such as A/P and Journal Entries plus monthly closure accounts.
- Supervise and ensure efficient working of all financial transactions in organization.
- Monitor and implement all accounts payable check activation and wire transactions.
- Assist departments in account reconciliation process on monthly basis.
- Monitor authorized account reconciliation process.
- Administer all bank transactions and oversee data recording procedures monthly.
- Prepare journal entries and synthesize common ledger for subsidiary accounts.
- Monitor account reconciliation, tax and calculations.
- Manage and maintain finance related programs and documents inclusive of future plans and programs.

Courses & Training

- Customer service skill .

Languages Skills

- Arabic / Mother Language.
- English / Good in writing & reading.

Computer Skills

- Microsoft office "different versions"
- Excel, Advanced user.
- Word, Advanced user.
- Quick Books program, Advanced user.
- Eager to learn more IT systems & Accounting programs.

➤ *NOTE: References Will Be Furnished upon request.*