



MAHMOUD TARAKHAN

AMMAN, JORDAN +962 795046809 tarakhan.mah@gmail.com

PROFESSIONAL SUMMARY

To occupy a challenging position where I can apply my Financial , Analytical technical, business, and communication skills to deliver high quality work. Talented [SENIOR ACCOUNTANT] skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies. Reliable candidate ready to take on challenges using problem-solving and task prioritization skills to help team succeed.

SKILLS

- Financial analysis , Analytical skills , Organizational skills
- Communication skills: Oral communication skills expressed in presentations and client visits.
- Team work skills: The ability to work well with others in a manner that best enhances the quality of Work.
- Strong knowledge in ERP systems (Odoo, Oracle, SAP)

EXPERIENCE

June 2022 - December 2022

Financial department / Financial Manager
Sesame Fildes & Intajuna, FMCG

- Monitor the day-to-day financial operations within the company (payroll, invoicing, and other transactions)
- Prepare monthly and quarterly management reporting
- Participate in strategic data analysis, research, and modeling for senior company leadership
- Support project analysis, validation of plans, and ad-hoc requests
- Manage the company's financial accounting, monitoring, and reporting systems
- Ensure compliance with accounting policies and regulatory requirements

June 2021 - June 2022

Senior Accountant
Applied for Plastic Company | Sahab, Jordan

- Applied for plastic industries
- Responsibilities:, Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries

- Summarizes financial status by collecting information; preparing balance sheet, profit and loss, and other statements
- Produces payroll by initiating computer processing; printing checks, verifying finished product
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors
- Protects the organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations
- Provide technical support and advice on management
- Prepare financial statement, Preparation of tax returns.

April 2017 - June 2021

Senior Accountant

Palestine Engineering Company

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information
- Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries
- Summarizes financial status by collecting information; preparing balance sheets, profit and loss, and other statements
- Produces payroll by initiating computer processing; printing checks, verifying finished product
- Completes external audit by analyzing and scheduling general ledger accounts; providing information for auditors
- Protects the organization's value by keeping information confidential
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations
- Provide technical support and advice on management
- Prepare financial statement, Preparation of tax returns.

August 2013 - April 2017

Accountant & HR Officer

Palestine Engineering Company | Amman, Jordan

- Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information

- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheets, profit and loss statements and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Cash collections from customers
- Preparing or updating employment records related to hiring, transferring, promoting, and terminating
- Explaining human resources policies, procedures, laws, and standards to new and existing employees
- Ensuring new hire paperwork is completed and processed
- Informing job applicants of job duties, responsibilities, benefits, schedules, working conditions, promotion opportunities, etc
- Addressing any employment relations issues, such as work complaints and harassment allegations
- Processing all personnel action forms and ensuring proper approval
- Overseeing hiring process, which includes coordinating job posts, reviewing resumes, and performing reference checks

EDUCATION

January 2012	Bachelor's degree - Accounting Al-Husain Bin Talal University, Jordan Tawjihi General Exams (Scientific Branch)
January 2008	Certified Financial Manager CFM. Al-Husain College
December 2020	Certification - Certified Finance Manager (CFM) Global Association for Quality Management, London, UK
March 2015	Course - Certifie Management Accountant Pioneer, Amman, Jordan

INTERESTS

Traveling, robotics, positioning systems, location based services LANGUAGES Fluent in both Arabic and English, spoken and written