

# NABEEL SAMARA

## Accountant

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 Jordanian

## PROFILE

Accountant with +7 years of experience, Expert with financial statements, Accounts Payable / Receivable, Booking Journal, Monthly Closing, General Accounting, and bookkeeping.

## EDUCATION

**Bachelor of Accounting**  
**Zarqa University**  
2009 - 2014

**High School**  
**Universal Private School**  
2009

## EXPERTISE

- financial statements
- Time Management
- Critical Thinking
- QuickBooks
- Sage 50 Accounting
- Microsoft Dynamics
- Microsoft Excel
- Microsoft Office

## LANGUAGE

- English
- Arabic

## WORK EXPERIENCE

**Feb 2019**  
-  
**Present**

### **Hares Village Council - Hares, Palestine**

Accountant

- Recommending financial actions by analyzing accounting options.
- Maintaining accurate financial records. Performing audits and resolving discrepancies.
- Provides financial information to management by researching and analyzing accounting data; preparing reports

**Sep 2017**  
-  
**Jan 2019**

### **Amodi Co. - Salfiet, Palestine**

Accountant

- Collected, analyzed, and summarized account information.
- Developed periodic reports for management.
- Verified Accounts manually.
- Managed all accounting operations based on accounting principles.

**Jul 2016**  
-  
**Aug 2017**

### **Alloy real estate - Alain, UAE**

Accountant

- Prepared and issued invoices and reconciliation with receipts.
- Recorded bills from suppliers and reconciled with accounts payable.
- Assisted senior accountants in the preparation of monthly/yearly closings.
- Daily recording of journal entries for data entry, bank transactions, prepayments, reconciliations on monthly basis.
- Other accounting data entry or documentation task as requested.