



AHMAD ADNAN TOUMEH

Objectives

To obtain a responsible and challenging full time position in a reputable organization that offers me a stable and positive atmosphere, as well as a professional working environment where I can maximize my finance and accounting skills. Accordingly, to establish myself in the field of education, to utilize my well achieved skills, my excellent teaching skills, and excellent work experience to help students to achieve high improvements in academics.

PERSONAL INFORMATION

Date of Birth	15 th October, 1984
Nationality	Jordanian
Gender	Male
Marital Status	Single
Place of Residence	Amman – Jordan
Email Address	ahmad.toumeh@gmail.com

EDUCATION

Master degree of Finance & Accounting **Hashemite University** **Sep 2011 - Aug 2013**

Graduated Second class with distinction

Thesis title: *Factors affecting the expectations gap in the audit process from the auditors` point of view in Jordan*

GPA: 3.91/4.00

Bachelor degree of Accounting **Philadelphia University** **Jul 2004 - Sep 2007**

Graduated first class with distinction

GPA: 86/100

(Note: I got my degree in 3 years only instead of 4 years)

Internal Auditor**Arab Jordan Investment Bank****Nov 2007 – Aug 2008**

- Developing and implementing internal auditing policies, procedures and program.
- Supervising or conducting independent audits of bank records and activities, and preparing varied analyses of the departments and branches for management.
- searching for any irregularities or wrongdoing (both intentional and unintentional) in an effort to assist the bank in complying with the regulations.
- Ensuring that funds are accounted for, every transaction is recorded, and all taxes have been paid.
- Ensuring accurate and appropriate recording and analysis of the bank's revenues and expenses.
- Perform full set of accounts and ensure timely closing of accounts.
- Resolving accounting discrepancies and irregularities.

COURSES

- TOEFL ITP Certification - Amideast Center.
August 2011
- Jordanian Certified Public Accountant Course (JCPA) - SARH training Center.
October 2008 – March 2009
- The Detection Of Manipulation and Fraud in Financial Statements - Institutes of Banking Studies.
March 2008

SKILLS

- Excellent command of English and Arabic (Mother tongue)
- Excellent command of Microsoft Applications
- Excellent command of QuickBooks (Accounting System)
- Excellent command of Delta (Oracle-Accounting System)
- Excellent command of Great Plains (ERP-Accounting System)
- Excellent Presentation skills
- Excellent communication skills
- Time management skills
- Excellent math skills
- Very good research skills
- Ability to work under pressure
- Excellent Team player, Enjoy working with people