



# SALAH ALBAIK

Accounting

## CONTACT

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📍 Amman, Jordan

🎂 Date of Birth: 1984

## EDUCATION

- **MASTER'S DEGREE IN ACCOUNTING**  
World Islamic Sciences and Education University – Jordan  
**Graduated:** 07/2021 | **Grade:** Very Good
- **BACHELOR'S DEGREE IN ACCOUNTING**  
Al-Zaytoonah University of Jordan – Jordan  
**Graduated:** 02/2006 | **Grade:** Good

## LANGUAGE

- **Arabic:** Native
- **English:** Good

## PROFESSIONAL SUMMARY

**Dedicated accounting professional with over 15 years of diverse experience in academia and financial roles across Jordan and Saudi Arabia. Proven ability to deliver high-quality training and financial services, with strong skills in accounting systems, ERP software, and educational platforms. Committed to continuous learning, teamwork, and operational excellence.**

## EXPERIENCE

- **Lecturer – Accounting Department**  
Hittin University College – Amman, Jordan  
Feb 2019 – Present  
Deliver lectures in accounting and administrative sciences  
Support students academically and professionally  
Participate in curriculum development and committees
- **Trainer – Accounting Technology Department**  
Al-Qurayyat Technical College (TVTC) – Saudi Arabia  
Feb 2008 – Aug 2018  
Trained students in accounting principles and applications  
Delivered specialized workshops and career preparation sessions  
Recognized as Ideal Trainer of the Year (1435–1436)
- **Accountant**  
Awqaf Funds Development Department – Jordan  
Feb 2017 – Sep 2017  
Prepared financial reports and handled daily accounting operations
- **Accountant**  
Miran Contracting Company – Riyadh, Saudi Arabia  
Jun 2006 – Jun 2007  
Maintained books, invoices, and payroll-related tasks
- **Mathematics Teacher (Part-Time)**  
Jordanian Public Schools – Jordan  
Delivered math lessons for over five months during academic term

## RESEARCH WORK

- **“DIMENSIONS OF ACCOUNTING”**  
DISCLOSURE QUALITY IN AAOIFI  
STANDARDS” – MASTER’S  
RESEARCH
- **“JORDANIAN AUDITORS’**  
PERCEPTIONS OF ENVIRONMENTAL  
ISSUES IN FINANCIAL AUDITS” –  
BACHELOR’S RESEARCH

## SKILLS

- Financial reporting and journal entries
- Payroll, tax, and social security calculations
- ERP/accounting systems: Alpha, Delta, Al-Mithali, Nateg Soft, SMACC
- Microsoft Office (Excel, Word, Outlook), Teams, Zoom, Moodle, Telegram
- Petty cash management and employee advances
- Strong teamwork and communication
- High adaptability and professional work ethic

## CERTIFICATIONS & COURSES

- ICDL – International Computer Driving License
- Budget Preparation
- Internal Control & Auditing Standards
- Excel Applications
- E-learning & Training Methods
- Dealing with Work Pressure & Communication Skills
- Government Accounting
- Financial Claims & Inventory Operations
- English Language Course
- Job Interview Preparation
- Letters of Credit & Organizational Change

## COMMITTEES & LEADERSHIP ROLES

- Chair, Curriculum and Training Development Committee
- Member, Admission and Registration Committee
- Chair & Member, Graduate Report Review Committee
- Member, Asset Disposal & Inventory Matching Committee
- Member, Health and Safety Committee
- Student Activities & Sports Coordinator
- Academic Advisor for multiple student cohorts