



SALLY JEHAD YAMIN

Finance & Banking Professional

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PROFESSIONAL SUMMARY

Results-driven Finance and Banking professional with over 3 years of experience in full-cycle accounting, financial reporting, and client relationship management. Demonstrated expertise in preparing financial statements, reconciling accounts, managing budgets, and ensuring regulatory compliance. Combines strong analytical precision with interpersonal skills to support strategic decision-making within banking and financial institutions.

CORE COMPETENCIES

Financial Analysis & Reporting • Budgeting & Forecasting • Account Reconciliation • Accounts Payable & Receivable
Cash Flow Management • Regulatory Compliance (IFRS) • Banking Operations • Customer Relationship Management
Risk Awareness & Internal Controls • Data Analysis & Excel (Advanced) • Financial Statements Preparation • Stakeholder Management

PROFESSIONAL EXPERIENCE

Accountant | Victoria for Manpower

Amman, Jordan

Oct 2025 – Present

- Manage full-cycle accounting operations including AP, AR, and general ledger for a workforce-solutions firm.
- Prepare monthly financial statements and management reports, supporting executive decision-making.
- Monitor cash flow and budgets, identifying cost-saving opportunities and flagging variances.
- Ensure compliance with IFRS standards, tax regulations, and internal controls.

Official Representative | International Centre for Innovation in Education (ICIE)

Amman, Jordan

Feb 2025 – Oct 2025

- Represented the organization in the Jordanian market, managing key institutional partnerships.
- Handled financial coordination, project budgeting, and stakeholder reporting for regional initiatives.
- Facilitated academic collaborations and contributed to market-expansion strategy.

Accountant | Victoria for Manpower

Amman, Jordan

Jan 2023 – Dec 2024

- Managed daily accounting transactions, maintaining 100% accuracy across all financial records.
- Prepared monthly, quarterly, and annual financial statements and closing reports on schedule.
- Developed and monitored budget forecasts; identified and corrected discrepancies, reducing errors by 15%.
- Reconciled AP/AR accounts, resolving outstanding items and improving collection cycle efficiency.
- Prepared tax returns and maintained full compliance with applicable financial regulations.

Passenger Service Agent | Posh Group / Biolab — Queen Alia International Airport

Amman, Jordan

Jul 2021 – Apr 2022

- Delivered high-quality customer service in a fast-paced, high-volume airport environment.

- Managed passenger inquiries, documentation, and service requests while maintaining safety compliance.
- Developed strong communication and problem-solving skills applicable to client-facing banking roles.

EDUCATION

Bachelor of Finance and Banking

| Al-Balqa Applied University, Jordan

2021

TECHNICAL SKILLS

Microsoft Excel (Advanced) • Microsoft Word • Microsoft PowerPoint • • Microsoft Access • Financial Reporting Systems
Data Entry & Database Management

LANGUAGES

Arabic: Native | **English:** Professional Working Proficiency