OMAR ALKHATEEB

Accountant

Amman, Jordan | omar.alkhateeb555@gmail.com | 0786749401

PROFESSIONAL SUMMARY

Detail-oriented and dedicated Accountant holding a Bachelor's degree in Accounting Information Systems. Equipped with a strong foundation in financial record keeping, data analysis, and advanced Excel utilization. Proven ability to support financial operations efficiently and accurately within professional accounting environments.

WORK EXPERIENCE

Accountant • **Al-Sabir Certified Accountants** — **2025 – Present**

Amman, Jordan

- Managed day-to-day financial transactions, accounts payable, and accounts receivable with high accuracy.
- Utilized advanced Microsoft Excel functions to organize financial data, generate reports, and streamline accounting processes.
- Reconciled bank statements and general ledger accounts, identifying and resolving discrepancies promptly.

EDUCATION

Bachelor of Science in Accounting Information Systems • **Al-Balqa Applied University** — **2025**

Jordan

CORE SKILLS & EXPERTISE

Accounting & Financial Skills: Financial Reporting • Bookkeeping • Bank Reconciliation • Accounts Payable/Receivable • Data Analysis

Software & Technical Skills: Microsoft Excel • Microsoft Word • Accounting Information Systems

Soft Skills: Attention to Detail • Problem Solving • Time Management • Communication

LANGUAGES

Arabic (Native) • **English** (Good)