OMAR ALKHATEEB

Accountant

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

PROFESSIONAL SUMMARY

Detail-oriented and analytical Accountant with a strong foundation in financial record-keeping, ledger management, and general accounting principles. Proven ability to maintain financial accuracy, reconcile accounts, and support financial reporting processes. Eager to contribute expertise in financial analysis and bookkeeping to a dynamic organization aiming for financial growth and operational efficiency.

WORK EXPERIENCE

Junior Accountant • **Financial Services Firm** — **Jan 2022 – Present**

Amman, Jordan

- Reconciled daily bank statements, general ledgers, and accounts payable/receivable with 99% accuracy.
- Prepared and processed financial documents, invoices, and expense reports in compliance with company policies.
- Assisted senior financial analysts in compiling monthly financial statements and preparing budget variance reports.

EDUCATION

Bachelor's Degree in Accounting • **University of Jordan** — **2021**

Amman, Jordan

CORE SKILLS & EXPERTISE

Accounting & Financial Skills: General Ledger • Accounts Payable & Receivable • Bank Reconciliation • Financial Reporting • Budgeting & Forecasting

Software & Tools: Microsoft Excel (Advanced) • QuickBooks • ERP Systems • Microsoft Office Suite

Soft Skills: Analytical Thinking • Attention to Detail • Time Management • Communication

LANGUAGES

Arabic (Native) • **English** (Professional Working)