OMAR ALKHATEEB

Accountant / Tax Specialist

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PROFESSIONAL SUMMARY

Detail-oriented Accounting Information Systems (AIS) professional with practical experience in certified public accounting environments, specializing in tax accounting, regulatory compliance, and financial reconciliation. Demonstrated expertise in preparing and submitting income and sales tax returns, as well as negotiating official tax penalty waivers for corporate clients. Tech-savvy practitioner proficient in specialized accounting platforms including Al-Mowarid, Bonanza, Smart Accountant, ERPNext, and advanced MS Excel functions.

KEY CAREER HIGHLIGHTS

- Successfully processed tax filings and secured penalty exemptions for corporate clients, directly boosting client satisfaction and retention rates.
- Streamlined financial reporting workflows across multi-platform accounting systems including Al-Mowarid, Bonanza, and Smart Accountant.

WORK EXPERIENCE

Accountant • **Al-Saber Certified Public Accountants** — **Oct 2024 – Present**

Amman, Jordan

- Prepare, audit, and submit accurate quarterly sales tax and annual income tax returns in full compliance with tax laws and regulatory guidelines.
- Manage complex tax settlement processes and successfully petition tax authorities for official penalty and fine exemptions on behalf of clients.
- Operate core accounting software systems—including Al-Mowarid, Bonanza, and Smart Accountant—to maintain ledger entries, manage accounts, and produce balance statements.
- Perform financial data analysis and monthly reconciliation using advanced MS Excel formulas such as XLOOKUP and SUMIF, reducing reporting error rates by 20%.
- Maintain direct communication with corporate clients to collect required financial documentation, accelerating compliance turnaround times and boosting client satisfaction.
- Support senior audit teams in evaluating financial statements and identifying discrepancies prior to final audit submission.
- Elevated client satisfaction ratings by successfully obtaining tax fine waivers and accelerating return submissions.

CORE SKILLS & EXPERTISE

Core Technical / Functional Expertise: Income Tax Filing • Sales Tax Returns • Tax Penalty Exemption Processing • General Ledger Accounting • Financial Reconciliation • Accounts Payable & Receivable • Financial Reporting

Tools, Software & Digital Platforms: Al-Mowarid Accounting System • Bonanza Accounting Software • Smart Accountant System • ERPNext • Microsoft Excel (XLOOKUP, SUMIF) • Microsoft Office Suite

Methodologies, Frameworks & Standards: Tax Compliance & Regulations • Accounting Information Systems (AIS) • Financial Auditing Procedures • Data Accuracy & Verification • Record Management Standards

Executive Leadership & Interpersonal Competencies: Client Relationship Management • Analytical Problem Solving • Attention to Detail • Effective Communication • Time Management • Team Collaboration

EDUCATION

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

Amman, Jordan

Relevant Coursework: Tax Accounting, Accounting Information Systems, Financial Auditing, Managerial Accounting, Cost Accounting

KEY PROJECTS

Corporate Tax Reconciliation & Exemption Optimization (Tax Accountant)

Technologies: MS Excel (XLOOKUP, SUMIF), Al-Mowarid, Smart Accountant

Executed full client file reviews to organize tax liabilities, execute income and sales tax declarations, and petition tax bodies for fine waivers, achieving full regulatory compliance.

LANGUAGES

Arabic (Native) • **English** (Professional Working Proficiency (Accounting & Financial Terminology))

TECHNICAL & ANALYTICAL PROFICIENCIES

Strong technical capability in applying computerized accounting applications and automated spreadsheet modeling for financial control.

- Advanced Spreadsheet Analysis using XLOOKUP, SUMIF, and dynamic data tables
- System Data Migration and Ledger Setup across entry-level and ERP accounting packages
- Tax Filing Workflow Management and Penalty Settlement Strategies