



Ameer Melhem

Accountant

Personal Information:

Residency: [Visit Visa – UAE](#)
Nationality: [Jordanian](#)
Date of birth: [17/10/1999](#)
Contact number: [+971542545098](#)
Email: ameer.melhem1999@gmail.com
LinkedIn www.linkedin.com/in/ameer-melhem-077a652b4/

Objective

Dedicated and detail-oriented accounting graduate currently available in UAE with a Visit Visa, seeking a challenging position to leverage financial expertise, analytical skills, and commitment to precision for the success and growth of an organization.

Education

Al Najah University, Palestine, B.A Major in Accounting. (2023)

Professional

Experience

Accountant | Bayti Real Estate Investment Company | Aug 2023 – Nov 2023

- Processed journal entries using ERP system to ensure accurate recording of business transactions.
- Updated accounts payable, conducted reconciliations, and assisted in managing the daily inventory system.
- Played a key role in reviewing expenses and preparing weekly/monthly reports.
- Assisted senior accountants in the preparation of comprehensive financial reports.

Call Center Representative | Reach for Telecommunication Services | Aug 2021 - March 2022

- Managed a high volume of incoming and outgoing calls in a timely and professional manner.
- Identified customers' needs, clarified information, and provided effective solutions.
- Successfully met personal/team qualitative and quantitative targets.
- Maintained comprehensive records of all conversations in the call center database.

Training Courses

Financial Analysis in the Banking Sector - Participation Certificate Training
Palestine for Credit and Development – Faten | March 2023

Key Skills

- **Computer Skills:**
 - Proficient in MS Office (Word, Excel, Outlook, and PowerPoint).
 - Familiar with Internet applications, data entry systems, and email specifications.
 - Competent in ERP & Al Shamel program.
- **Presentation:** Ability to produce reports and presentations in professional standards way.
- **Interpersonal/Organizational Skills**
 - Quick learner with strong administrative skills.
 - Self-motivated, honest, and capable of working independently.
 - Excellent communication skills and the ability to work under pressure.
 - Effective team player with strong task prioritization abilities.
- **Languages:** Fluent in Arabic (native) and proficient in English (good)

Interests

Keen interest in all aspects of accounting systems management. Eager to expand knowledge and skills through continuous learning.

Achievements:

Recognized for outstanding performance during financial analysis training in the banking sector.

Reference

Available upon request