

# Nareman Milad Saleh

## Accountant

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### SUMMARY

Adept at managing budgets, payroll, invoicing and general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines.

### PROFESSIONAL EXPERIENCE

#### Sales Representative

[La Rosh Chocolate](#)

📅 10/2020 - 10/2021    📍 Jordan

##### Was Responsible for:

- Conducting sales activities to achieve targets and increase revenue
- Identifying and approaching potential customers to present products/services
- Maintaining relationships with existing clients, addressing their needs and ensuring satisfaction
- Preparing and delivering sales proposals and presentations
- Negotiating contracts and terms with clients
- Staying updated on industry trends and competitors' activities,
- Collaborating with the sales team and other departments to optimize strategies
- Providing feedback to management on market trends and customer needs.

#### Trainee

[Sameeh Abu Rahmoun Auditing Office](#)

📅 2018    📍 Jordan

##### 6 months

##### Was Responsible for:

- Assisting in conducting audit procedures and verifying financial records
- Learning and applying accounting principles and auditing standards
- Supporting in preparing financial statements and reports
- Assisting senior auditors in gathering and analyzing data
- Participating in audit planning and fieldwork
- Learning to assess internal controls and compliance with regulations
- Collaborating with team members on various audit assignments
- Following instructions and guidance from senior staff for professional development.

### JOB DESCRIPTION

#### Responsible for:

- Documenting cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciling accounts and reviewing expense data, net worth, and assets.
- Completing daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Leveraging finance knowledge to strengthen controls and improve transparency.
- Partnering with auditors to track errors and add contributions to maintain accuracy.
- Preparing and filing tax forms to meet the needs of customers.

### VOLUNTEERING

#### Volunteer

[The Caritas Association/Jordan the Education of Syrian children affected by the War](#)

#### Volunteer

[The Mint Green Platform to Teach Arts](#)

📅 2018

#### Volunteer

[Program Ana Usharek](#)

#### Volunteer

[Organizing a Health and Wellness Marathon](#)

📅 2016 - 2017

### SKILLS

#### CAREER SKILLS

[Strong analytical abilities](#)

[Excellent communication skills](#)

[Relationship-building expertise](#)

[Negotiation skills](#)

[Customer-focused approach](#)

[Problem-solving proficiency](#)    [Adaptability](#)

[Time management skills](#)

#### SOFTWARE SKILLS

[EXCEL](#)    [WORD](#)    [POWER POINT](#)

[ACCESS](#)

### EDUCATION

#### Bachelor's degree in Accounting

[Jadara University](#)

📅 2020    📍 Jordan

• **Degree:** Very Good

### CERTIFICATIONS

#### E-Marketing Course

Deep Horizon consultancy (16/1/2023- 6/2/2023)

#### Customer Service Course

Deep Horizon consultancy (30/1/2023- 6/3/2023)

#### Preparing Accountants for the Labor Market Course

Arapus for consultancy (17/3/2019-4/4/2019)

#### ICDL Course

From Arapus for consultancy (17/3/2019-4/4/2019)

#### English Course

Arapus for consultancy (4/4/2019-17/3/2019)

### LANGUAGES

Arabic    Native    ●●●●●●

English    Very good    ●●●●●●