ARWAH MELHEM

ACCOUNTANT

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Amman, Jordan

PROFILE SUMMARY

Motivated and dedicated accountant with a strong educational background and comprehensive experience in financial analysis, reporting, and corporate finance. Eager to contribute my skills, knowledge, and expertise to a progressive company that offers opportunities for career development and growth. Highly skilled in providing financial information to management, preparing detailed reports, and ensuring accuracy and compliance in accounting practices. Possess a proven track record of academic excellence and professional achievements, including top rankings in specialized courses and certifications. Committed to delivering high-quality work with attention to detail, meeting deadlines, and collaborating effectively with team members to achieve organizational goals.

EDUCATION

Bachelor's Degree in Accounting Jadara University

- GPA: 80%
- Acquired comprehensive knowledge in accounting principles and practices.
- Engaged in financial analysis and reporting, enhancing proficiency in corporate finance.

AL-Balga' Applied University

- GPA: 72.6
- Developed foundational skills in accounting, including asset and liability management.
- Achieved first place in the Northern Region in the first spring course conducted in the Kingdom, recognized as the most challenging comprehensive course.

WORK EXPERIENCE

Accountant

Jana Food Industries

- Provide financial information to management by researching and analyzing accounting data; prepare reports.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.

CERTIFICATIONS & COURSES -

Certified Management Accountant (CMA) - Part 2

Sarh Group

- Completed advanced studies in strategic financial management, focusing on capital budgeting, risk assessment, and strategic planning.
- Applied knowledge in risk management, including identifying, analyzing, and mitigating financial risks.
- Enhanced skills in decision analysis, including evaluating financial data to make informed business decisions.
- Studied investment decisions and portfolio management, gaining insights into asset valuation and investment strategies.

Jan 2018 - Present

June 2021 - Aug 2021

2020

2020

Certified Management Accountant (CMA) - Part 1

Sarh Group

- Acquired comprehensive training in management accounting, including cost management, budgeting, and internal controls.
- Developed a deep understanding of financial statement analysis and its application in decisionmaking processes.

Sanad Youth Entrepreneurship

- Completed Sanad Entrepreneurs program, gaining insights into entrepreneurship and business development.
- Developed skills in business planning, market analysis, and financial management.

Entrepreneurship Program

 Completed a full-year Entrepreneurship Program and secured the first place in my project based on the highest revenues among the projects.

ICDL Certificate (International Computer Driver's License)

- Demonstrated proficiency in essential computer skills, including MS Office applications and internet usage.
- Applied computer skills in accounting tasks, improving efficiency and accuracy.

CMA Scholarship

- Nominated by the professors at Jadara University
- Recognized as one of the top ten students, securing a scholarship for the CMA program in the USA.
- Enhanced knowledge and skills in management accounting, financial planning, and analysis.

TOT (Training of Trainers Course)

• Completed an 80-hour Training of Trainers course, enhancing training and facilitation skills.

Communication Skills Course

VOLUNTARY WORK

Data Collector

We are all Jordan Youth Authority

• Assisted in organizing events and programs to promote youth empowerment and community engagement.

Coordinator

An initiative to restore humanity

Collaborated with team members to develop and implement effective community outreach programs.

Awareness Advocate

The Aman Initiative

• Engaged with communities to educate and promote safety and well-being for children and families.

PROFESSIONAL SKILL

- Effective Communication Reporting Research
- Pressure Handling
- Accounting Expertise
- Financial Reporting
- Attention to Detail
- Deadline Management
- Time Management

- SFAS Rules Proficiency
- Corporate Finance
- Team Collaboration
- Problem-Solving
- Analytical Thinking
- Microsoft Office

- Time Management
- Organizational Skills
- Data Analysis
- Adaptability
- Decision Making
- Risk Assessment

LANGUAGE -

- English
- Arabic