OMAR SALAMEH

Amman, Jordan · **+962795833378** · **omar_sl@hotmail.com**



Accountant

PROFILE

An accomplished Operations and Finance Manager with extensive expertise and a bachelor's degree in accounting. With a consistent track record of delivering exceptional results, notably contributing to a 60% increase in sales at Dar Al-Anda Art Gallery through strategic initiatives and exceeding GOP targets at Al-Khair Electronics by 10% through a strong command of financial standards and systems.

EDUCATION

Bachelor of Accounting (BA), Al-Isra University, Amman, Jordan 2010

Diploma in Accounting, Intermediate University College, Amman, Jordan 2002

PROFESSIONAL EXPERIENCE

ACCOUNTANT & GALLERY OPERATIONS MANAGER | Dar Al-Anda Art Gallery | Amman, Jordan
01/2019 - Present

One of the region's longest standing private galleries that has held over 200 exhibitions of modern & contemporary art from the Arab World, the Americas, Europe & Asia.

- Drove 60% of gallery's annual sales for 3 years by:
  - Leading public relations efforts with key collectors
  - Nurturing and maintaining relationships with VIP collectors
  - Organizing and promoting limited-time exhibitions and corporate event takeovers
  - Maintaining inventory, artist biographies, and other promotional information on digital sales channels such as Artscoops, Squarespace, and Shopify
- Reduced operating expenses by 30% through:
  - Reviewing and renegotiating utility and contractor agreements
  - Maintaining and updating inventory for over 2,000 artworks
  - Conducting annual account journal entries, reconciliations, and tax declaration

ACCOUNTANT | Al-Khair Electronic Trading Co. | Amman, Jordan 07/2010 - 12/2018

- Exceeded GOP targets by 10% in 2010 by:
  - Managing and adjusting daily and monthly journal entries on various financial accounting systems such as QuickBooks and Oracle ERP.
  - Generating insightful and accurate monthly financial reports.
- Improved operational efficiencies by:
  - re-evaluating engineering/maintenance procedures and processes.
  - Performing bank reconciliations and monitoring debit and credit accounts to ensure timely collections and healthy vendor relationships.

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PROFESSIONAL EXPERIENCE (CONTINUED)

TELLER (CASHIER) | Cairo Amman Bank | Amman, Jordan 05/2007 - 07/2010

GENERAL CASHIER | Safeway | Amman, Jordan 03/2002 - 05/2007

SKILLS & COMPETENCIES

- Excellent interpersonal and communication skills
- Strong analytical skills and ability to turn data into action
- Microsoft Office power user
- Solid background in customer service

LANGUAGES

Arabic ★★★★★

English ★★★★☆