



MUHAMMED Y DADU'A



0522651066



muhammed_daduo@hotmail.com



26/11/1995



Bethlehem, Al-Khader

EDUCATION

- **Bachelor of Financial and Banking Sciences:**
Al-Quds open University
GPA 72.16 Good
2017
- **High School Diploma (Tawjihi) :**
Al-Khader Secondary School for Boys
Major: Literary
GPA 73 Good
2013

LANGUAGE

English : Professional Working Proficiency.

Hebrew: Fluent.

Arabic : Native tongue.

Experience

● December 2023 – Present

External Accountant

Auditing Accounts Office (Philip Farraj)

My work at the Auditing Accounts Office (Philip Farraj) has led to significant improvements in financial management and operational efficiency, highlighted by the following achievements:

- **Effective Account Management:** Successfully managed accounts for multiple companies, handling all aspects of financial transactions including invoice entries for expenses, sales, bank transfers, and checks, ensuring seamless financial operations.
- **Accurate Tax Reporting:** Prepared precise tax reports for the Israeli tax authority, contributing to compliance and avoiding potential penalties.
- **Financial Statement Preparation:** Drafted and reviewed final accounts using advanced accounting software, resulting in comprehensive and accurate financial statements for companies.
- **Discrepancy Resolution:** Identified and resolved discrepancies between supplier accounts and company accounts, reducing errors and improving financial accuracy.
- **Error-Free Transactions:** Maintained zero errors in financial transactions and data entry, ensuring reliability and trustworthiness in financial reporting.
- **Organized Invoice Management:** Enhanced work efficiency and reduced data loss by systematically organizing invoice entries by date.
- **Maintained Accurate Records:** Consistently maintained accurate accounting records and reconciliations, contributing to the overall financial health and transparency of the companies.



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Experience

● May 2018 – September 2023

Inventory Manager

Rami Levy Chain of Stores (two years)

- **Quality Assurance and Loss Reduction:** Inspected and verified the quality of goods received from suppliers, handling shipments of tens of tons. Ensured that all items met quality standards and market demand, rejecting and returning non-demand items, which reduced unsellable stock losses by over 90%.
- **Proactive Inventory Analysis:** Analyzed daily product and supply levels to anticipate and prevent inventory shortages, ensuring a continuous and balanced stock flow.
- **Demand Monitoring:** Monitored demand trends and analyzed data to anticipate future supply and logistical needs, optimizing stock levels to meet market demands effectively.
- **Accurate Inventory Recording:** Conducted regular inventory audits and ensured precise entry into the accounting system, maintaining error-free records.
- **Stock Safety and Integrity:** Maintained the safety and integrity of stock at all times, ensuring that all items were stored and handled properly.
- **Discrepancy Management:** Monitored and addressed discrepancies between sold and stocked inventory, ensuring alignment and accuracy.
- **Expiration Date Monitoring:** Kept track of expiration dates to manage and minimize losses due to expired goods.
- **Employee Management and Training:** Managed the recruitment and training of new inventory employees, fostering a skilled and efficient team.
- **Supplier Relationship Development:** Developed strong business relationships with suppliers, optimizing the supply chain and ensuring reliable and timely deliveries.
- **Inventory Control Improvement:** Evaluated deliveries, shipments, and product levels to refine and improve inventory control procedures, enhancing overall operational efficiency.



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Experience

Head Cashier & Cashier

Rami Levy Chain of Stores (two years)

- **Error-Free POS Operations:** Managed and operated POS machines with zero transaction cancellations in 2021 and 2022, ensuring flawless and efficient cash transactions.
- **Accurate Cash Handling:** Managed daily cash transactions exceeding \$20,000 per one cashier without any discrepancies, maintaining perfect balance and accuracy in 2020 and 2021.
- **Zero Returned Cheques:** Ensured zero returned cheques in 2020 and 2021 by thoroughly verifying cheques before acceptance, thus maintaining financial reliability.
- **Outstanding Customer Service:** Delivered exceptional customer service, enhancing the overall shopping experience and addressing customer complaints promptly, which increased customer satisfaction and loyalty by 40%.
- **Sales Enhancement:** Utilized cross-selling and upselling techniques to boost sales at my cash counter by 30% in 2020, contributing to overall store profitability.
- **Effective Team Supervision:** As Head Cashier, supervised over 15 cashiers, resolving transaction issues, managing staff schedules, and ensuring smooth operations in the cash area.
- **Efficient Staff Management:** Organized breaks and vacations for all cash area staff, ensuring adequate coverage and operational continuity.
- **Complaint Resolution:** Addressed and resolved customer complaints efficiently, leading to a significant increase in customer satisfaction and loyalty by 40%.



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Experience

Shelf Stocker

Rami Levy Chain of Stores (two years)

- **Inventory Management:**

1. Conducted orders for missing goods from supplier companies to supermarkets.
2. Managed and tracked sales, ensuring accurate stock levels.

- **Stock Verification and Maintenance:**

1. Utilized barcode scanning equipment to record incoming.
2. Conducted statistics and reports on the demand for various items in collaboration with warehouse management.
3. Focused on ordering additional quantities of high-demand items during holidays and events to consistently meet customer needs without shortages.

- **Shelf Arrangement and Presentation:**

1. Organized and arranged shelves in assigned sections in a professional and attractive manner.
2. Ensured all items had price tags, discounts, and promotional offers clearly displayed, adhering to the arrangement guidelines set by store management and suppliers.

- **Expiry Date Monitoring:**

1. Monitored and removed expired products from shelves, ensuring that audit teams found no expired items during my tenure in 2018 and 2019.

- **Customer Assistance:**

1. Directed customers to the locations of sought goods and assisted with their inquiries.
2. Maintaining cleanliness and order of the stock.

- **August 2017 – October 2017**

Accounting Intern

Bnea Hatbour Company, Al-Khader, Bethlehem



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Skills

● Professional Skills

- Bank form completion.
- Cheque handling.
- Cash management.
- VAT calculation and preparation.
- Bank reconciliation.
- Final accounts preparation.
- Chart of accounts creation.
- Sales skills.

● Soft Skills

- Time management.
- Work under pressure.
- Effective communication.
- Customer service skills.

● Computer Skills

- Proficient in Microsoft Office (Excel, Word, Access, PowerPoint).
- Proficient in accounting software (Cod Bena, SAP, Besan, Liram, SPSS).

Training course

- **Banking Accounts Management Course**

Canada Global Center, CGC, Canada, 2022 (5 hours).

- **Hebrew Language Course**

National Center for Studies, Research & Training, 2018-2019 (3 months).

REFERENCE

available as upon request