MOHAMMAD ABED RABO

Bethlehem, palestine | 0595190126 | moha.ar.2015@gmail.com

Summary

Finance professional adept at managing financial records, preparing tax returns, and conducting audits. Skilled in using accounting software, ensuring compliance with regulations, and providing insightful financial analysis to support decision-making. Proven ability to collaborate with teams and communicate financial information clearly.

Experience

Accountant **07/2024 to Current**

National Insurance Company

- Recording and accounting for fund deposits.
- Implemented more efficient processes and reduced wasted resources.
- Accounts receivable follow-up and collection.
- Handling, tracking, and collecting returned checks.
- Paying suppliers

Head Waiter **01/2023 to 10/2023**

Heritage hotel

- Advised on menu options based on allergies and preferences.
- Assessed performance of wait staff, providing constructive feedback and recommending areas for improvement.
- Scheduled staff rosters, ensuring adequate coverage during peak times while managing labour costs efficiently.

general manger **06/2019 to 12/2022**

Bab idder resturant

- Monitored operations to keep processes aligned with targets and matching forecasts.
- Established company targets based on previous performance and predicted forecasts.
- Evaluated departmental performance and developed improvements to key operations.

Skills

- Stakeholder communication
- Budget and cashflow
- Double-entry bookkeeping
- Hyperion Financial Management specialist
- Budget analysis

Education

Bachelor of Business Administration: **Accountant** **2024**

Bethlehem university bethlehem

- Bachelor Accounting Graduate

Languages

Arabic: C2
Proficient

English: C1
Advanced

Certifications

- Certified Public Accounting (CPA), I am taking the CPA exam to become a certified public accountant.