Majd Hazem Rushdi Abu Khalil
Ramallah - Ein Misbah
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Professional Summary

Detail-oriented and experienced financial professional with over 10 years of comprehensive expertise in accounting, human resources, and point of sale systems. Proven track record in financial analysis, cost control, and payroll management. Holds a Master's degree in Economics and a Bachelor's degree in Specialized Development Science. Committed to .delivering exceptional service and optimizing financial processes

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Core Skills

- Human Resource Management (Payroll, Vacation Management)
- Financial Analysis and Cost Control
- Accounting Experience (Sales, Purchases, Financial Statements)
- Proficient in Accounting Software (Al Shamel, Al Ghassan, Bisan, Sky Gate, Super Gym, Excel)
- Business Administration
- Economic Analysis using Stata and SPSS
- Language Proficiency: English (Good), Hebrew (Basic), Spanish (Basic)

Professional Experience

Chief Accountant
NBC Company
May 20, 2023 - Present

*Prepare sales invoices and price offers for customers.

*Audit customer statements and manage purchase and sales refunds.

*Process returns for both sales and purchases.

Chief Accountant and HR Supervisor
R I and B Company
September 1, 2022 - May 8, 2023

- Managed salary audits and prepared monthly and weekly payrolls.
- Trained HR employees and facilitated end-of-job settlements.

Chief Accountant
R I and B Company
February 1, 2016 - May 8, 2023

- Conducted bank deposits and managed accounts payable (checks, cash, petty cash).
- Prepared monthly financial reports covering revenue, payroll, expenses, and rent statements.

Head Cashier
R I and B Company
August 11, 2015 - February 1, 2016

- Oversaw all cashiers in the company, including those at cinema, gym, spa, and hotel locations.
- Managed all point of sale systems.

Cashier
Revolving Restaurant
May 15, 2014 - August 11, 2015

- Provided excellent customer service and managed daily cash transactions.

Education

Birzeit University
Master's in Economics, 2022
GPA: 76%

Al Quds University, Abu Dies
Bachelor's in Specialized Development Science, 2012
GPA: 75.7%

Al-Hashimya Secondary School
Graduated, 2007
Percentage: 73.9%

Hobbies and Interests

- Swimming
- Reading
- Sports
- Walking