

MR.HASAN NAJI

Certified Accountant | Accounting Lecturer

PROFESSIONAL SUMMARY

Accountant with over 8 years of experience in collections, accounts receivable/payable, invoicing, and journal entries. Holds a Master's degree in Accounting and Auditing. Academic lecturer at Palestine Technical University - Kadoorie and trainer in Advanced Financial Excel, including dashboards and macros. Skilled in bank reconciliations, inventory, and financial reporting

PERSONAL INFORMATION

Citizenship: Palestinian
Gender: male
Marital Status: Married
Date Of Birth: 30/5/1996

EXPERIENCE

Accountant,7/2023 to Current
BCI - Ramallah

- Handled bank reconciliations and daily journal entries.
- Issued sales invoices and delivery notes.
- Managed inventory counts and stock adjustments.
- Followed up on customer collections with the sales team.
- Processed supplier invoices and prepared payment cheques.
- Handled day-to-day accounting processes to drive financial accuracy.

Lecturer Accounting and Auditing Department, 2025/02 to 2025/05
Palestine Technical University - Kadoorie - Ramallah

- Taught "Principles of Economics" to 114 diploma-level accounting students.
- Designed and delivered lectures, developed assessments, and supported student understanding of key economic concepts.

Trainer - Financial Excel Workshop, 2025/02 to 2025/04
Himm Group Training - Ramallah

- Delivered hands-on training on financial modeling and analysis using Microsoft Excel.
- Covered advanced Excel tools including VLOOKUP, PivotTables, IF statements, dynamic dashboards, and Macro automation (VBA).

Accountant, 2019/11 to 2023/08
Istishari Arab Hospital - Ramallah

- Balancing patient accounts and taking payments for services rendered
- Reviewing bills and claims for accurate information.
- Preparing journal entries to record transactions in the general ledger.
- Reconcile accounts payable and accounts receivable to ensure that all incoming and outgoing funds are accounted for properly.

Data Archiving, 2018/11 to 2019/11
Quds Bank - Ramallah

- Organized, categorized, and archived financial and client documents in both physical and digital formats.
- Ensured data accuracy, confidentiality, and compliance with internal archiving policies and regulatory standards.

EDUCATION

Master's Degree in Accounting and Auditing, 2020- 2023
Arab American University - Ramallah, Palestine | GPA: Excellent

Bachelor's Degree in Accounting, 2017- 2014
An-Najah National University - Nablus,Palestine | GPA: Good

CONTACT

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SKILLS

- Effective communication
- Effective presentation skills
- SAB ERP expertise
- Experienced with Shamel accounting system
- APEX healthcare information systems

- Proficient in Wiz Count accounting software
- Statistical analysis
- Experienced with MS Office applications
- Client support
- Statistical analysis using SPSS
- Effective time management
- Cost management expertise
- Advanced Microsoft Excel skills

Publications

Naji, H. S. H., Abdelkarim, N., Darabee, T., Alawneh, R., & Harasheh, M. (2023). The possibility and requirements to move from traditional costing system (TCS) to activity-based costing system (ABC) in Palestinian private hospitals. International Journal of Business, Economics and Law, Vol. 30, Issue 1 (Dec),48-35. ISSN 1552-2289. <https://ijbel.com/previous-issues/december-2023/vol-30-december-2023-issue-1/>