

Sanaa Salem

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Date Of Brith: 27/04/1998

ID number: 403764004

Academic Qualifications:

**Al-Quds Open University, College of Administrative and Economic Sciences ,
Accounting , 2016–2020, 94.15%.**

Career Goal:

I am a university graduate with a bachelor's degree in accounting with three years of experience . I aim to harness my strong sense of responsibility and dedication to work , and to benefit from the qualifications and skills I obtained through my academic achievement in serving and developing the work for you.

Job experiences:

Clerk (14/12/2021-13/6/2022)

UNRWA

Dealing with coupons program.

Dealing with the registration program.

Preparing Statistical reports for the coupons that are distributed.

Accounting (1/11/2022-1/11/2023)

International Academy of Languages.

Dealing with the Extra accounting program.

Dealing with financial Excel.

Deposit and disburse amounts.

Accounting (15/06/2023-1/10/2023)

Aman Accounting and Auditing Office

Dealing with the Golden Aseel program.

Dealing with financial Excel.

Auditing accounts and preparing financial reports.

Volunteer work:

Teller Accountant (26/05/2021-27/06/2021)

Omar AL-Mukhtar's barid

Dealing with the postal bank.

Dealing with the necessary postal services.

Deposit and disburse amounts.

Accounting (01/03/2021-31/05/2021)

Al-Hayat International company

Dealing with the Golden Aseel program.

Preparing financial reports.

Training courses:

Course name	Watches	Its executor	Beginning of the course	End of course
Bookkeeping and freelancing work course	70	C2C	01/09/2021	23/12/2021
Computer Skills	20	C2C	10/11/2021	24/11/2021
CFA	30	Everest Center	01/07/2021	08/09/2021
Golden Aseel program	26	Everest Center	02/06/2021	06/07/2021
Professional management accountant	80	Reyadah center for Training and Development	31/03/2020	22/08/2020

Life Skills:

Effective communication and communication skill.

Persuasion skill.

Decision making skill.

Leading.

Self-motivation.

Achievements:

Obtaining distinction in the university project.

Convert coupon statistical files into a financial Excel file.

Memberships:

Member of the Accountants Syndicate.

Languages:

English Language

Reading – Writing – Conversaion

Good – Good – Good

Identifiers:

The Name	Job title	Mobile number
Rami Al-Ghazali	Financial consultant and director of the Accounting and Auditing systems Office – gaza	0599415101
Omar Al-jaidi	Assistant vice president for Academic Affairs of the University College of Applied Sciences	0598834003
Saeed Maarouf	Director of AL-Aman Accounting and Auditing Office	0599882036
Mohammad AL- Najjar	Academic Professor at Al-Quds Open University	0567428070