

Sujoud Khateeb

Accountant

 Tulkarm, Palestine

 (972)59-858-9057

 sujoudkhateeb22@gmail.com

Career Objective

A recent graduate in Accounting Information Systems, looking for an opportunity to apply my knowledge in the field of accounting and information technology and contribute to improving the financial operations of the organization.

Work Experience

Training at Qaffin Municipality
Qaffin, Palestine

Training Period: May.2024 - Jun.2024

- Assisted in preparing and analyzing financial reports.
- Supported the accounting department in entering financial data using the Bisan system.

Skills

- Accounting programs: Bisan, Al-Shamel, QuickBooks.
- Financial analysis: preparing and analyzing financial reports.
- Computer skills: Accounting Excel, Word, PowerPoint.
- Data Management: Ability to accurately analyze financial data.
- Communication Skills: Effectively communicate with different teams and explain financial and technical laws.

Training Courses

• Applied Banking Course
Arab Road Center for
Consulting and Training
Jul.2024 - Aug.2024

• Comprehensive Course
Monster Training Center
Sep.2024 - Present

• Excel Accounting Course
Monster Training Center
Sep.2024- Present

education

**Palestine Technical University.
(Khadoorie)**

B.sc. Accounting Information
Systems.

Sep.2020 - Jun.2024

LANGUAGES

Arabic.
English.

فلسطين

Ministry of Education & Higher Education
Palestine Technical University Kadoorie



وزارة التربية والتعليم العالي
جامعة فلسطين التقنية خضوري

Date Printed : 26/08/2024

Ref : 20232 / 202011076

CERTIFICATE

This is to certify that according to the Deans Council Decision No.
56/2023/2024 on (08/07/2024).

SOJOOD Q. M. KHATEEB

born in **Tulkarm** in **2002**

has been awarded the Bachelor Degree in

ACCOUNTING INFORMATION SYSTEM

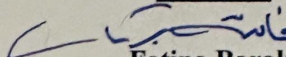
From the Faculty of

BUSINESS AND ECONOMICS

at the end of the second semester of the academic year **2023-2024.**

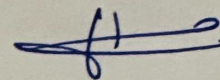
with GPA of **(85)** and with (**Very Good**) Standing .

Registrar


Fatina Barakat

Dean of Admission and Registration

Ahmad Khasati



Checked by:

691817891688210



شهادة دورة تدريبية

مركز طريق العربي للاستشارات والتدريب يشهد أن
سجود قصي محمد خطيب

قد أتم/ت برنامج التدريب التطبيقي

البنوك التطبيقي

المنعقد بتاريخ 14-07-2024 و لغاية تاريخ 05-08-2024 ، بواقع 20 ساعة تدريب تطبيقي
وبناء على ذلك اعطي/ت هذه الشهادة

د. معمر شبيب
الرئيس التنفيذي



التاريخ : 05-08-2024

