Curriculum Vita

Hazem Awad Mohammad Qasia

Personal Information

Date of Birth: *October 5 1991*

Place of Birth: *.Al Dahria*

Nationality: *Palestinian.*

Passport: Palestinian.

Address: *Palestine – jericho-Amman Street.*

Mobile: *+972-595325219*

Email: *hazemqasia@gmail.com.*

Hzm91q@yahoo.com

Objective

Adding a personal professional experience to have suitable work in my Specialty to improve my skills.

Experience

- 01/08/2018-till now working in Isead company for electricity as accountant

Preparing all accounting operations using al shamel programe .

- 27/06/2016 –till now working in working in Arab Development Society as accountant in jericho using bissan programe .

Responsible for.

preparing and post all vouchers (payment , receipt . journal , debit / credit not)

and purchase invoice , stock adjustment ,stock order, stock receipt

and payroll transactions , bank reconciliation ,

,production vouchers , production formula .

Income and vat tax

Preparing payroll

And other accounting task .

Eduation

- **(2009-2013): Hebron university**, Financial and accounting sciences, (Hebron – Palestine).

  B.Sc. Degree in " **Financial and accounting sciences**".

- **(2007-2009):**Secondary boy's School (Tawjehi Science Certification) – (*Al Dahria* – Palestine).

Projects

- Build Finance system by using Al Shamel Programe.

Skills

- Computer &internet skills (Microsoft office).
- Self-disciplined with good time management skills.
- Have good skills in general office management (Filing, writing reports…).
- Has good command of basic accounting skills.
- Have good skills in planning and monitoring.
- Ability to work under pressure.
- Ability to work within a team.

Languages

- Arabic : Mother Tongue.
- English : Very Good Reading and Writing.

References and other documents:

- Available upon request.