Mohmmed Saleh Abedalziz Attia

Accountant

Contact Info

970599224190

m-7med@live.com

1987-11-12

Married

Palestine - Gaza - Shujaiyya

Languages

Arabic	Native
English	Advanced

Links

LinkedIn mohammed-attia-329a0121b

Experience

2019-8-21 - 2025-2-10

Al-Ustadh Trading and Industry Company

Accountant

- Implementing the financial and accounting procedures approved by the company.
- Entering accounting data and financial files into computer systems.
- Managing and tracking all financial movements and updating purchase and sales records.
- Preparing general debt statements.
- Preparing general creditors statements.
- Calculating the cost of the produced piece and comparing it with the selling prices and submitting it to the Board of Directors.
- Following up and supervising international and local tender transactions.
- Preparing and calculating employee wages and salaries.
- Preparing budgets, income statements, profit and loss reports, revenues and expenses, and all other reports.
- Archiving and organizing financial operations.
- Keeping backup copies of financial records.
- Preparing periodic reports for the Board of Directors.

2015-3-8 - 2019-8-20

Al-Ustadh Trading and Industry Company

Human Resources Officer

- Follow up on the preparation and signing of time sheets, in cooperation with the Finance Department.
- Prepare and calculate employee wages and salaries.
- Conduct audits of employee salaries and benefits to ensure accuracy.
- Collaborate with other departments to analyze the impact of human resources costs on the company's overall finances.
- Prepare detailed reports on payroll expenses and forecast human resources budget needs.
- Ensure the accuracy of payroll-related financial records and conduct periodic reconciliations.
- Maintain comprehensive records of employee-related financial transactions to facilitate audits and ensure data integrity.
- Coordinate and follow up on the preparation of end-of-service documents.

2013-9-16 - 2015-3-5

Gaza Municipality Accountant

- Implementing the approved financial and accounting procedures of the Gaza Municipality.
- Reviewing all financial operations and auditing them financially and systematically and matching them with the approved policies and procedures.
- Entering accounting entries and data into the financial system and making the required comparisons.
- Reviewing and auditing financial transactions.
- Keeping a copy of financial documents and papers as a paper and electronic copy.

2012-6-1 – 2012-12-1

Al-Isharah Electrical Systems Company

Assistant accountant

- Implementing the company's approved financial and accounting procedures.
- Preparing general debt statements.
- Preparing general creditor statements.
- Preparing and calculating employee wages and salaries.
- Preparing the company's monthly and annual expense statements.
- Preparing periodic reports for the Board of Directors.

Education

2012-2-6

Al-Azhar University Bachelor - Accounting

Courses

ICDL Khatwa Technology and Development Company

Al-Aseel Accounting and Management

UNRWA

Financial Analysis Using Excel

Palestinian Association of Accountants and Auditor

professional employee Canadian International Academy

communication Canadian International Academy

Time Management Canadian International Academy

Body language Canadian International Academy

Professional Trainer Canadian International Academy

Mind Management Canadian International Academy

References

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Tayseer Mahmoud Al-Ustad

Chairman of the Board of Directors of Al-Ustad Company

- +970 599 999 908

Khaled Abu Oraiban

General Manager of Clever Company

- +970 599 221 012

Khairy Hafez Al-Rayes

Financial Officer at Al-Aseel Company