

Manar khawaja

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Location: nillin, ramallah

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Date of birth: 10-6-2002

Profile

I am a graduate in accounting with substantial expertise in the field. I have a solid understanding of Accounting principles and practices, complemented by proficiency in using Bisan software. I have also Undergone training sessions in public financial management during crises and applied banking. My Experience has equipped me with strong capabilities in financial management and adaptability in challenging Situations.

Skills

- Proficient in Word and Excel
- Technical Skills: Proficiency in accounting software and knowledge of accounting principles.
- Data Analysis: Ability to analyze financial data and identify trends.
- Mathematical Skills: Accuracy in calculations and financial analysis.
- Organizational Skills: Efficient management of financial records and meeting deadlines.
- English and Arabic Language: Excellent in Written and spoken

Education

Birzeit University, Ramallah, Palestine
Bachelor in Accounting.

2020 2024

Girls' Secondary School in Nalin

2020

Professional Training

➤ Bisan ERP System

Aug 2023 – Sep 2023

➤ Activities and Responsibilities:

- Account Management.
- Invoice Issuance
- Payroll Management
- Financial Reporting
- Inventory Management
- Financial Statements Preparation
- Data Entry and Updates
- Account Auditing

➤ training program for banks

Aug,2023 – Sep,2023

➤ Discussions:

- Identify Training Needs: Assess the current skills and knowledge of employees and compare them With what is required.
- Set Objectives: Clearly define the training objectives, such as improving technical skills or enhancing Managerial competencies.
- Training Methods: Decide on appropriate methods such as lectures, hands-on workshops, Discussions and the use of technology like e-learning platforms.
- Content: Develop training content covering key topics such as banking operations, riskManagement, customer service, and the use of banking systems.
- Evaluation: Establish mechanisms for evaluating training effectiveness, such as tests, practicalAssessments and surveys.

Volunteering Activities

➤ Participant in the Tamayoz Winter University - Sharek Youth Forum

22.10.2024 – 11.11.2024

I volunteered for 30 hours with the Sharek Youth Forum, which is part of the Tamayoz Winter University program. I received training in several leadership and development skills and contributed to workshops and activities focused on developing youth skills in leadership, teamwork, and strategic planning. Interacting with participants from diverse backgrounds helped me enhance my cross-cultural communication and collaboration skills.

Languages

- **Arabic** (Native)
- **English** (excellent)