

## **EDUCATION**

- **Scientific High school degree. 87.6**
  - **2016-2019: graduated from Birzeit University in the first semester of 2019, Palestine, Bachelor's in Accounting, Faculty of Business and Economics.**
  - **Cumulative average 80.4 and I had got honor in the last two semesters.**
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## **EXPERIENCE**

- **Masrouji Group (Masrouji balsam Co. Ltd.) – Ramallah** • **March 2019 – 2022**

*Masrouji Balsam is a home-care, personal-care, cosmetics and FMCG company, Part of Masrouji Group that was established in 1959*

- **Al Barq for trading and logistics services ( AlBarq Co. Ltd.) – Ramallah** **april 2022-2023**

*Albarq co. was established in 1996, its mission is to provide logistical services and transport goods inside and outside the Palestinian territories, especially medical drugs.*

### **Financial Accountant**

- Accounts Payable, Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Preparation of wire transfers, checks payments, etc.
- Disburses petty cash by recording entries; verifying related documents.
- Accounts Receivable, follow up, allocate payments. Carry out reporting activities according to specific deadlines. Monitor customer account details for non-payments, delayed payments and other irregularities. Research and resolve payment discrepancies.
- Follow-up the overdue A/R aging specially the returned checks issues, also pursuit the lawsuit cases related with company attorney office.
- Maintain bank Journals; by recording all related bank commissions, interests, loans, purchase financing & letter of credit transactions. Alongside prepare daily bank report.
- Letters of credit opening and follow up process
- Prepare monthly reconciliations between subsidiaries accounts, bank reconciliations.

- Tax accounting, recording all tax, customs transactions and communicate with tax authorities for any issues related.
  - Support month-end and year-end close process.
  - Inventory; monitoring inventory transactions, reconciling inventory accounts to the general ledger. Record and reconcile results of physical inventories and cycle counts.
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## **CERTIFICATES & TECHNICAL SKILLS**

### **Training course:**

- Completed computer-training course in bisan, oracle financial software system, exact financial software specific masrouji group and courses in windows word and excel.
- Training at Arab bank ( osool ) program for 56 hours.
- Work training at Al- Pinar General Trading Company in conjunction with final semester in university.

### **Computer Skills:**

- Proficient in Microsoft Office Suite: Excel • Word • Power Point • Outlook.
- **Bisan Online Financial Management Edition** and other ERP Systems.
- Well versed in using computer editing software such as office and able to learn quickly and easily any accounting software.

### **Other Skills:**

- Planning & decision-making.
- Encourage teamwork.
- Ensure proper effective communication with senior, junior staff and client.
- Understand and apply the company quality policy.
- Ability to learn in a short period of time and work under pressure.
- Team worker, presentable, innovative and good communication skills.
- Have a strong skills in reporting to higher management.
- Fluent in Arabic and very good in English.

**Certificates available upon request**