Curriculum Vitae

PERSONAL INFORMATION **Ahmad S. A. Al-Saqqa**

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JOB APPLIED FOR

WORK EXPERIENCE

10 Dec 2022– Present

Financial Manager
Al Quds Hospital - Gaza (PRCS)

- Contributing to the development and implementation of the general strategy of the association and developing the strategy and plan for developing the financial management of Al-Quds Hospital.
- Contributing to the development of financial policies and procedures at Al-Quds Hospital.
- Managing payments, imports, fixed assets, payrolls and other activities and maintaining up-to-date accounting records
- Ensuring the closing of accounts on a monthly and annual basis and preparing periodic financial statements and reports And follow up on revenue collection at Al Quds Hospital and follow up on disbursements according to the association's regulations.
- Develop annual, monthly, and daily plans to manage Al-Quds Hospital funds and manage Al-Quds Hospital resources.
- Coordinating the annual audit work of internal and external auditors and facilitating the audit activity by providing the required information and clarifications, and ensuring the accuracy and completeness of the audit of the final accounts.
- Managing all payments at Al Quds Hospital related to suppliers, subcontractors and government institutions.
- Managing, controlling and monitoring the cash and fund and ensuring the availability of the necessary and sufficient cash for the needs of Al-Quds Hospital.
- Providing periodic ongoing reports on financial performance indicators
- Determine the training and development needs of direct subordinates and take the necessary measures to raise the efficiency of management employees
- Providing direction and leadership to all department employees in order to ensure the effectiveness and efficiency of the course of work, and to ensure that all employees are aware of their essential role in the department.
- Conducting the annual performance evaluation of direct subordinates, reviewing the performance of management employees to ensure they achieve management goals.
- Monitoring employees' compliance with the association's directives, policies and procedures and ensuring the effective performance of management by selecting, developing and motivating competent employees

- Approving vacations and additional working hours for direct subordinates
- Any other tasks assigned by the direct manager

8 Dec 2015– 8 Dec 2022 **Internal Auditor – Gaza Strip**

Palestinian Businesswomen's Association – Asala, Gaza Strip (Palestine)

- Working with management to ensure a good system that guarantee all major risks are identified and analyzed, on a regular basis;
- Express an opinion on the policies, procedures that are in line with the company objectives and enable it to reach its goals in coordination with Internal Auditor-West Bank;
- Report to Internal Auditor-West Bank and informs management on how the implementation policies, programs and activities of the departments are followed in coordination with Internal Auditor - West Bank;
- Coordinate with external auditors and ensures that each party is not only aware of the other's work but also well briefed on areas of concerning coordination with Internal Auditor - West Bank;
- Make recommendations on existing policies and procedures, and monitors management's response and actions implemented in coordination with Internal Auditor - West Bank;
- Review and report on the accuracy, timeliness and relevance of the financial and other information that is provided for management, donors and other relevant stakeholders
- Monitor all financial operations and reviewing all financial documents, including on the spot checks and inventory control to ensure the proper functioning of the implementation of administrative processes and systems of internal control in all subjects.
- Prepared remarks indicate weaknesses in internal control with the proposal of the right steps to improve it.
- Conduct of audits on the branches operation, in accordance with the powers given to him by the Board, to verify the authenticity of documents and follow up of operational guidelines and verifying the correct implementation of policies and procedures.
- Ensuring that staff policies and procedures are in accordance with the vision, mission and goals of the company.
- Discuss problems resulting from auditing work with the staff concerned and give them recommendation on how to correct them in order to avoid such Issues in future.
- Prevent fraud, manipulation or falsification of documents, transactions in any of the company's operations.
- Maintain the confidentiality of the information disclosed to the auditor within conduct of duties.
- Audit expenses and ensure the existence of all invoices and documents necessary required by the policies and procedures

- Verify the enforcement of bidding procedures and ensure the best quality price in all purchases.
- Safeguarding filing of documents, correspondences and files in accordance with established procedures.
- Audit bank reconciliations periodically to ensure the loans recovery procedure is implemented and loans are recovered in a timely manner.

10 Sep 2014–04 Apr. 2015 **Instructor (part time)**
University College of Science and Technology, Gaza Strip, (Palestine).

5 Jun 2012–30 Sept. 2015 **Finance Manager**
Elshabab Wiaam Committee, Gaza Strip (Palestine).

- Oversee daily financial operations, ensure all transactions are budgeted, authorized, supported with accurate documentation, and recorded;
- Ensure the reliability and accuracy of the information, and safety of procedures used for the preparation of various reports;
- Accounting for all corporate office expenses and payment;
- Prepare financial reporting for the Board and Executive Director; include monthly, quarterly and annual statements;
- Contribute financial reporting to each donor and client report;
- Ensure the efficiency of the internal control systems;
- Implement human resources policy to support executive director's overall responsibility for human resources;
- Ensure that the correct recruitment and selection procedures are adhered to;
- Ensure staff and project team members' employment is contracted, documented, and managed correctly;
- Provide advice and assistance when conducting staff performance evaluations;
- Set up procurement system and oversee its operations to ensure transparency, accuracy of procurement;
- Invite, assess, and award/recommend supplier tenders, bids, quotations, and proposals;
- Establish and negotiate contract terms and conditions, and maintain supplier relationships;
- Oversee the execution of purchase orders;
- Supervise a team of two in accounting department; and
- Create additional analyses and reports as requested by management

1 Mar 2011–5 Mar 2012 **Chief Financial Officer**
KHATI PHARM S.N.C., Annaba (Algeria)

17 Jun 2009–31 Jul 2010 Accountant and administrative (part time)
ZAHRAT ALMADAYEN SDN. BHD., Kuala Lumpur،

8 Apr 2005–3 Dec 2007 Accountant

Castle Establishment Company, Gaza (Palestine)

1 Mar 2004–25 Mar 2005 Accountant (part time)
Al-Saqqa Insurance Foundation, Khan Yunis (Palestine)

1 Jan 2005–30 Mar 2005 Trainee as Auditor
Saba & co, Gaza (Palestine)

1 Jan 2003–31 Dec 2004 Accountant
Al-Waled Office for Accounting and Auditing, Gaza (Palestine)

EDUCATION AND TRAINING

Jun 2008–Jul 2010 Master Degree MSc. (International Accounting)
UNIVERSITI UTARA MALAYSIA, (Malaysia)

Sep 2000–Jan 2004 Bachelor's Degree in Accounting
Islamic University of Gaza, Gaza (Palestine)

Mar 2017–Sep 2017 Certified Expert in Risk Management
Frankfurt School of Finance & Management, Germany (Online)

May 2014–Jun 2014 Certificate in Professional Training Techniques
Kawader Academy For Training & Development, Gaza (Palestine)

Certificate in Indirect Tax ' Value Added Tax"
Palestinian Accountants & Auditors Association, Gaza (Palestine)

Jun 2004–Jul 2004 Certificate in practical auditing
Palestinian Accountants & Auditors Association, Gaza (Palestine)

27 Nov 2004–2 Dec 2004 Certificate in English Business Writing skills
UNRWA - Gaza, Gaza (Palestine)

1 Mar 2003–8 May 2003 Certificate in Business in English
The Islamic University of Gaza

PERSONAL SKILLS

Mother tongue(s) Arabic

Others language(s) English (very good)

Communication skills Good communication skills gained through my experience.

Organizational / managerial skills Effective organizational skills gained through my experience as accountant jobs.

Digital competence

SELF-ASSESSMET				
Problem solving	Safety	Content creation	Communication	Information processing
Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

Digital competences - Self-assessment grid

Excellent in using Golden Asseal accounting software. strong experience in working on spreadsheet software and other Microsoft programs.

Other skills

Attention to detail and accuracy
Planning and organizing
Scheduling and monitoring
Communication skills
Problem analysis and problem-solving skills
Initiative
Team work

Driving license B

ADDITIONAL INFORMATION

Memberships

2014 - Association of lecturers of Palestinian universities.
2010 - Member of Institute of Public Accountants (MNIA), Australia.
2004 - Association of Palestinian Accountants and Auditors

Conferences

Study Day "Contemporary trends and quality standards in the Practicum" 23/05/2013, Palestine.
Study Day "Practices and insights and creative experiences in teaching" 15/05/2013, Palestine.

References

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