

Amjad Nihad Yousef Ghazal
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Summary

I have worked as General Accountant, Accounts Receivable Accountant with a total professional experience for about Eight years in both government and private sectors in the United Arab Emirates, Having Bachelor's degree in Accounting from An-Najah National University, Nablus-Palestine .

I am looking for new opportunity in an institutional system offering a suitable work environment where I could be able to apply my professional experience and academic knowledge in a way that leads to growth and development of an organization which I work in and thus achieving my career advancement .

Professional Experience

- ❖ **January 2018 - October 2022:** Accounts Receivable Accountant (Revenues Department) .
- ❖ Emirates Public Transport and Services Company (Emirates Transport) - United Arab Emirates, Dubai, Umm Ramool, Marrakech Street, Head Office, P.O.BOX: 5757 .
- ❖ **Duties and Responsibilities:-**
 - Calculate lease installments of contracts for governmental clients including any new amendments that occur on contracts whether are upsizing or downsizing on contract value.
 - Prepare statement of account, debt ageing report, frequent reconciliations with clients record to avoid any conflict, and continuous follow-up with them to collect the outstanding balances .
 - Prepare Revenue allocation report based on activity .
 - Prepare accrued Revenue report based on activity .
 - Prepare collections report based on activity .
 - Prepare annual revenue budget for lease contracts and compare it with actual operation revenue on monthly basis to identify any deviation in revenue amounts .
 - Checking the Tax service whether if it's correctly applied in the invoices .
 - Ensuring the correctness of distribution the Revenue amount to its correct account before complete/post the invoices into GL .
 - Dealing with addition of new clients/accounts into chart of accounts.

- ❖ **May 2014 - May 2017:** General Accountant
- ❖ International Pipe Line Supply FZE (Bisan Group)-United Arab Emirates, Dubai, Jebel Ali FreeZone, Head Office, P.O.BOX: 262600 .
- ❖ **Duties and Responsibilities:-**
 - Create sales invoices, Proforma invoices, and Purchase invoices.
 - Create receipt vouchers and payment vouchers.
 - Handle company expenses, petty cash, and prepare expenses report.
 - Verifying vendor invoices prior processing their outstanding payments and frequent reconciliations with vendors record to avoid any conflict .

Education

- ❖ **2011 / 2012:** Bachelor's degree in Accounting
- ❖ An-Najah National University, Nablus-Palestine
- ❖ **2008:** High School degree
- ❖ Sebastiya Secondary Boys School, Nablus-Palestine

Personal Skills

- ❖ Microsoft Office (Excel, PowerPoint ,Word, Outlook)
- ❖ Accounting Software: Focus ERP, Arkan ERP
- ❖ Languages: Arabic (mother tongue), English (very good)
- ❖ Ability to work well under pressure
- ❖ Written and oral communication skills
- ❖ Ability to work individually or within a team
- ❖ Valid UAE driving license .

References

References are gladly available upon request.