

Amjad Nihad Yousef Ghazal
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Summary

I have worked as general accountant in private sector and also an accounts receivable accountant (Revenues Department) in public sector with a total of professional experience for Eight years in both sectors, I had bachelor's degree in the major of Accounting from Economics and Administrative Sciences in An-Najah National University, Nablus-Palestine.

I am looking for a new job 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 - December 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 payments of leased assets for governmental clients including any new amendments that occur on lease agreements whether are upsizing or downsizing of its value.
 - Prepare clients statement of accounts, Regular reconciliations with clients records to avoid any conflict, and continuous follow-up with them to collect the outstanding balances.
 - Prepare debts ageing report,
 - Prepare Revenue allocation report based on activity.
 - Prepare accrued Revenue report based on activity.
 - Prepare collections report based on activity.
 - Prepare annual budget (Revenue Portion) for lease agreements.
 - Monitoring the invoices details before posting into ledger accounts (LG).

- ❖ **May 2014 - May 2017:** General Accountant
- ❖ International Pipe Line Supply FZE (Bisan Trading 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 doing regular reconciliations with vendors record to avoid any conflict.
 - Dealing with addition/deletion of new accounts into chart of accounts.

Education

- ❖ **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
- ❖ ERP Softwares: Focus, Arkan
- ❖ Languages: Arabic (mother tongue), English (very good)
- ❖ Written and oral communication skills

References

References are gladly available upon request.