



INFO

+972597590477
Ghazalshalabi@protonmail.com

CITY
Ramallah

AGE
24

NATIONALITY
Palestinian

LANGUAGES
English , Arabic

RELATIONSHIP
Single

SKILLS

Time management

Good Organizer

patient and diligent

Communication skills

Microsoft Office Skills

Accounting systems skills

Attention to Details

Ghazal Dar Shalabi

ACCOUNTANT

PROFILE

I am Accountant, graduated from Birzeit University in 2021, I have 3 years of experience (from 2019-2023)in the field of accounting, managerial Assistant,marketing and financial collection.

EMPLOYMENT HISTORY

HR & Financial Accountant, SAWA Organization Al-Bireh
[April 2022 - February 2023](#)

SAWA is an (NGO's) , I am responsible for all Human Resources tasks (employees working hours,employees finger print ,Leaves and vacations,Time sheets,Any other tasks) and Financial Accounting tasks such as salaries,Taxes,Checks,Banks reconciliation,Financial reports,petty cash and any financial requirement.

ACCOUNTANT, JOULANI PROFESSIONAL CO. Al-Bireh
[April 2021 - March 2022](#)

Al-Jolani Company is specialized in importing and selling heavy medical devices. I worked as accountant Using Al Diwan accounting software . I was the only Accountant in the company and Responsible for the whole accounting process Including financial reports, Stocktaking, managing employees and payroll and organize all financial matters such as bills, taxes, banking transactions, checks, imported and sold goods .

FINANCIAL COLLECTOR, PAL & COLLECTION COMPANY Ramallah
[February 2020 - June 2020](#)

A company specialized in collecting financial debts for Jawwal Telecom Company I work 5 months as financial collection employee,The work was left due to the transfer of the main branch of the company to Tulkarm, which does not suit me, as the distance is very far away.

ACCOUNTANT & MARKETER, SHOPPLE OFFICE Ramallah-Al-Masyoun
[January 2019 - December 2019](#)

company specialized in electronics store marketing and selling products Worked as Marketer and Accountant using bisan accounting system

EDUCATION

BA , ACCOUNTING, BIRZEIT UNIVERSITY Birzeit
[July 2021](#)

Bachelor of Major Accounting minor Business Administration at Birzeit university. Graduation Date July 2021 .

High School, Turmusayya secondary high school Ramallah- turmusayya
[June 2016](#)

CERTIFICATES AND COURSES

[April 2022](#)

Cellcom Telecommunication Co. - Account Manager .

[May 2021](#)

Ooredoo telecommunication Co. - Customer service and internal marketing .

[April 2020](#)

Arab Road For Consulting And Training - Bank Applications Course- T.Moammar shabib

[March 2019](#)

Allmed Medical Center - Accountant
Three Months Training .

[October 2022](#)

Sawa organization

I have worked at Sawa organization as a psychological counselor over the phone to provide psychological support and psychological counseling to victims of violence in all its forms, after completing 210 hours of training on how to provide psychological counseling and after got the training done I worked with them in the same field in addition to financial accountant .This gave the opportunity to broaden the horizons of understanding and communication with others

REFERENCES

Available Upon Request