

**Mob no*.09710555751948***

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**Sharjah, UAE**

**Husam Najim – Senior *Accountant***

**Personal Information**

**Birth:** Jerusalem, 1990

**Nationality:** Jordanian

**Marital Status:** Married

**Languages:** Arabic and English

**Objective**

Looking for a full time position as an accountant in a growth oriented company where I can demonstrate my skills and contribute to.

**Education**

**Sep, 2008 to Jan, 2012**

Birzeit University, Palestine

Bachelor Degree in Accounting

**July 2008**

Ramallah Secondary Boy’s School – Literary Stream

**Certifications**

Value Added Tax **(VAT)** – Talal Abu Ghazaleh Professional Training Group (Feb 2018)

**Training Courses**

* Methods of Detecting Forgery in Banknotes & Documents
* Risk Management
* Teamwork training
* Training course of Qualification Banking.
* Financial excel.

**Professional Experience**

**April 2015 up to present**

**General Accountant- Cubita Trading LLC.**

**Dubai, UAE**

***Responsibilities***

* Prepare monthly financial statements, reports and records by collecting, analyzing and summarizing account information.
* Responsible for general ledger.
* Fixed asset processing and reporting.
* Maintain bank accounts by requesting disbursements.
* Handle Vat Reporting (Payables And Receivables). Ensure Collections And Payment are done in line with UAE Regulations
* Prepare and manage all documents in line with VAT regulations and other related activity
* Auditing and verifying documents.
* Following internal controls.
* Providing accounting and clerical support to the Accounting/ Administration Division .

**April 2014 till March 2015**

**Accountant – Mena Investment**

**Ramallah-Palestine**

***Responsibilities***

* Reviews & verifies all daily transactions & makes sure supporting documents are attached (e.g. Invoices, Receipts) before data entry.
* Inputs all daily transactions (expenses, bank deposits, transfers…) on the relevant software including purchases & their respective shipping charges.
* Organizes & files all accounting documents & related attachments.
* Computes payroll on monthly basis according to the country legal requirements & attach all supporting documents & approvals.
* Prepares & computes all legal requirements in regards to taxes (income, VAT, social security) and make sure all reports are submitted correctly and on time.

**February 2012 till March 2014**

**Customer Service Head, Teller, Loans, ATM Machine Reloader-Bank of Palestine**

**Ramallah Palestine**

***Responsibilities***

* Review and audit
* Working as a teller
* Customers Services
* Clearing

**Sep, 2011 to Nov 2012.**

**Trainee Accountant at Jef Trading Co.**

**Ramallah Palestine**

***Responsibilities***

* Training for accounting principles and software.
* Preparing financial statements and reports based on field work.
* Preparing the company’s income tax returns.
* Participating the company’s external auditors.
* Involved in producing and analyzing year – end financial accounts.
* Assisting treasury team in doing bank reconciliations.

**Skills**

**Computer skills:**

* + Excellent: MS OFFICE (Word, Excel, and PowerPoint, internet)
  + Good knowledge of using internet.
  + Dealing with computer in general.
  + Arabic and English Printing skills.

**Other skills**

* Ability to work under pressure and meet deadlines
* Ability to work in team
* Good communication skills
* Strong will of learning and acquiring new experiences.

**References**

Will be gladly furnished upon request.