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Sharjah, UAE



## **Husam Najim – Senior Accountant**

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### **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.