

**Saed M. A. Shewikeh**

Tulkarem ,West Bank; Palestinian Territories

B.O Box 313 ,

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Telephone :09 2673601

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Dear Sir,

I would like to apply for a careers that you offering, I believe that I can fulfill your requirements especially I have M.sc in accounting and taxation and spend most of my working experiences (since my BA Graduation in 2001) in Accounting (minor financing) with different number of Banking Institutions, and accounting cashier with (UNRWA) in Microfinance Department and trained accountant for auditing company.

During the various working experiences, I have gained the skills and knowledge of:

- Reconciliation of the cash collected with cash receipt and the daily journal, receive cash payment from borrowers, pay checks to them, calculate daily journal payments.
- Manage and consolidated accounting and financial transactions, information of Mother Company and the branches.
- Produced budget figures reports, compare budget with actual figures, and reports variance
- Manage and design contracts with donors, employees and suppliers.
- Ability to work as part of the team and in multi-culture environments beside my readiness to work independently.
- Ability to work with internal and external auditors and donors representative in completing different types of project audits.
- Dealing with customers for exchanging all currencies in local and international markets.
- Issuing different types of financial reports, analysis for users on monthly, quarterly, semiannually and annually basis.
- Learned how to deal with a wide variety of people, from the pleasant customer to angry ones, every case, I assess their needs and how the bank can address them most effectively.
- Proper paper archiving and in electronic way in all documents, records, contracts and all procurement-related transactions
- Preparing and updating a record of suppliers in up to date, and preparing the necessary analysis that assists the management in purchases decisions.

The reason behind my request to join your staff is my interest to join professional teams which will help me to serve the Community as well as the institution benefit, to inter act and share experiences in order to meet your objectives as well as my objectives.

I would like also to express my best regards, and hope to hear from you soon.

**Sincerely,**

**Saed M. A. Shewikeh**

[Saed\\_shewikeh@hotmail.com](mailto:saed_shewikeh@hotmail.com)

## *Curriculum Vitae*

### **Saed M.A. Shewikeh**

Born on December 27<sup>th</sup>, 1978 - Nablus

Married , Palestinian

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**Education 2013/2018 M. Sc Degree in Accounting and Taxation.**  
(Abu Dies , Al quds University)

**1997/2001 B. Sc.Degree in Accounting Science,**  
**Minor finance ,Economic and Administrative**  
**faculty (Yarmouk University, Jordan).**

**1996/1997 Tawjihi Certification, scientific branch.**  
(AL-fadelliah Secondary School Tulkarm)

**Computer skills** Windows environment,  
Ms Offices  
Money Exchange Application based on Oracle  
Internet Searching

**Languages** Arabic : Mother language  
English : Very Good

### **Experiences**

**Since from 01/04/2022 working for Al-Jallad for Trade and marketing**  
**in the store and Accounting departments.**

### **Main Tasks:**

- ⇒ Preparing sales orders for customers.
- ⇒ follow up on all products and services offered by the company.
- ⇒ working in the al shamel accounting.
- ⇒ enter invoices and checking them.
- ⇒ Checking the goods sold to customers and comparing them with the original invoices.
- ⇒ Promoting and marketing the company's products and convincing customers of it.
- ⇒ Attracting new customers and attracting them to the company and encouraging them to increase their demand.

**15/09/2010-13/01/2022 Working with( United Nations Relief and Works Agency) in Microfinance Department As Accounting Cashier**

**Main Tasks:**

- ⇒ Receive cash payments from borrowers
- ⇒ Pay checks for the borrowers
- ⇒ Calculation of the daily journal payments
- ⇒ Reviewing the submitted purchase requests and ensuring their compliance with the applicable policies and procedures
- ⇒ Reconciliation of the cash collected with cash receipt and the daily journal.
- ⇒ Preparing periodic reports for purchases and comparing them with plans.
- ⇒ Follow up on obtaining tax invoices and tax exemptions from the relevant departments for procurement.
- ⇒ Preparing and updating the register of approved customers, suppliers and service providers on an ongoing basis.

**16/03/2008-06/05/2010 Working for Abu Dhabi Islamic Bank (ADIB) AS A SENIOR Teller**

**Main Tasks:**

- ⇒ Cash deposits and cheque deposits throw iccs.
- ⇒ Cash and cheque withdraws
- ⇒ Cheque transfers
- ⇒ Replenish of the ATM
- ⇒ Issuing Manager Cheque.
- ⇒ Issuing time deposit certificate.

**01/01/2007-09/03/2008 Working for Commercial Bank of Dubai (CBD) In Abu Dhabi as A Teller**

**Main Tasks:**

- ⇒ Cash deposits for customer accounts
- ⇒ Cheque transfer to customer accounts
- ⇒ Clearing cheque
- ⇒ Cash online and e Services
- ⇒ Cash withdraw and cheque withdraw
- ⇒ Credit card payments for customer
- ⇒ Replenish of the ATM.

**01/01\2002 –30/11/2006     Accounting Cashier ; for Al Ansari  
Exchange Establishment.**

**Main Tasks :**

- ⇒ Dealing with customers for exchanging all currencies in local and international markets.
- ⇒ Bank transfer; Instant transfer & Western Union transfer.
- ⇒ Preparing the customer demand draft facilities
- ⇒ Preparing any requested financial documents.

**01/04/2001 -09/06/2001     Accountant for Jordan-gulf bank,Tulkarm,  
West Bank,Palestine.**

**01/02/2001 -22/ 05\2001     Accountant for united professionals,  
Tulkarem ,West Bank, Palestine.**

**Courses    06/11/2010-20/01/2011     AL shamel Accounting Program in European  
Center with 36 hours in Tulkarem city**

**17/ 01/2010-28/01/2010     Computerized Accounting in AL khawarzmi  
International College in UAE**

**24/03/2009-26/03/2009     Customer service and selling skills in spearhead  
Training in UAE**

**22/04/2008-23/04/2008     Anti money laundry basic and advanced in training  
department in ABU DHABI ISLAMIC BANK**

**09/04/2001-14/05/2001     Practical course in Al Najah National University in  
Financial Analysis by using Excel with 36 hours**

**02/2000**

**Computer course:**

- ▶ Windows Operating System,
- ▶ MS World
- ▶ MS Excel.

**Personal skills** Ability to work with the team spirit and to take responsibilities,  
Capacity to work in situations of stress and pressure.  
Capacity to undertake long term projects.  
High level of concentration and commitment.

**Hobbies**     Football,s Snooker.

**Driving license** Palestinian, Jordanian.& UAE

**Refernces**

1. Fadi Daoud : Branch Manager in Microfinance Department (UNRWA) mobile no ; 0592168734
2. Shahir Ayyash : Head of IT department in ministry of Transportation Mobile no: 0597910160
3. Ahmad shewikeh : assistant professor in economics , Business and economic faculty , Palestine technical university, khadoori. Mobile no : 0595405111