

Ghassan Naser Saleem

Jerusalem

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Education

2010-2015

Bachelor of Accounting/ Financial and banking accounting

Experience

September 2018

-Present

Warehouse Accountant and logistics Officer.

Akram Sbitany & Sons Co. Ltd.

- Preparing & analyzing accurate and timely warehouse reports.
- Coordinating for company's purchases from local and import products.
- Posting receipts and auditing local vendors invoices.
- Managing and preparing Logistic vehicles weekly movement and work plans.
- Cash Management for Atarot warehouses from local vendors.
- Preparing & analyzing reports.
- Maintaining a proper filing system for the financial records and documentations.
- Communicating with the brand managers of the company, the branch managers, and the vendors to solve any logistic issue any of them faces. Whether in supplying goods to the branches, receiving goods from the vendor, or allocating goods to other warehouses.
- Managing the quarterly check of inventory.
- Have done rotation with the import department too.

**2017 - August
2018**

Financial Accountant

AL –Mughrabi for Ready Mix Concrete

- Preparing payments and financial transactions, including salaries and payments to dealers.
- Performing bank reconciliation on timely basis.
- Assisting in all cash management activities.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.

**2016 -
2017**

Financial Accountant

Zahrat Al – Mda'en Organization (NGO)

- Assist the Accountant in preparing payments.
- Follow up with staff and other stockholders regarding financial issues.
- Assist in preparing all financial transactions.

Trainings & Voluntary Work

2019

40 Hour Program in Managing spaces and danger of warehouses.

2019

Advanced Excel

Skills

- Computer skills:
 - Excellent knowledge in using Microsoft Excel, Word and other MS programs.
 - Excellent knowledge in accounting program SAP Business One.
 - Excellent knowledge in other databases, Bisan, Sahel and Hashavshevet.
- Possess very good communication & writing skills.
- Ability to meet deadlines.
- Leadership skills and Strong communication skills.
- Comfortable working with diverse groups.
- Positive attitude towards new learning environments.
- Valid driving license.
- Very Good Hebrew Spoken and written language.
- Good English Spoken and written language.

References

- **Mahmoud Abu - ELhawa**
Warehouse Manager
Akram Sbitany & Sons Co. Ltd.
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Phone: 052-5434282