Curriculum Vitae

**Mohammed Muhanad Awwad**

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Birziet - Ramallah

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CAREER OBJECTIVE:

Seeking a position to gain hands on experience in Accounting andEnglish, and contribute to the success of the organization, whilst demonstrating my skill set.

EDUCATION:

Aug 2003- June 2008 ALquds University, Abu dies, Palestine

BA in Accounting, Minor English literature

Sep 2002- June 2003 ALamer Hassan school, Ramallah, Palestine

Science stream

RELATED EXPERIENCE:

**August 2008-Oct 2009**

Accountant in GOODLUCK for car rental and leasing company Ramallah Palestine

**Oct 2009 – NOV.2013**

Accountant and internal auditor in AZHA for engineering construction in Riyadh/ KSA

**Mar2014- till AUG 2017**

Chief Financial Officer and Internal Auditor In DORT ELRMAAL company Riyadh / KSA

**AUG 2017- till AUG 2019**

Chief Accountant for OKTAR inc for Trading &Marketing Ramallah

**SEP 2019- till AUG 2021**

Chief Accountant for the Italian Agency for Development operation in projects

WELOD 3/SIGEWE in MOSD

**SEP2021- till now**

Accountant and a cashier for GILLET GOLGET (JAAFAR) company for trading Birnbala

Accounting expertise and capacity

\*Work on accounting software (Shamel, Bisan, Sham, HashefShafet ,Zarac. Smacc)

\*Registration and follow-up journal entries

\* Perform& Maintain Accounting transactions

\*Review and continuation of bank accounts and daily and monthly movements

\*Daily follow-up of collections

\*Analyzes financial income and sales

\*prepare bank reconciliations

\*Matching cash on the Treasurer with the installer books daily

\*Perform Monthly salary for employs

Practical skills

\*Print correspondence, documents and reports, according to business requirements.

\*Receive phone calls, reviewers and taking messages.

\* Receipt, classification and recording and distribution of mail and incoming fax.

\*MIE Fund Management Center by policies and procedures.

\*Follow-up to provide basic necessities to the center such as stationery.

\*Do any other responsibilities related to contribute to the development of the work.

RELEVANT COURCES AND ACHEIVEMENTS

July 2008 Certificate of participation in an 80 hour course of Spanish given from the University of Barcelona, Spain, reaching the level of B1 intermediate

2004- 2007 Four Certificates of award having demonstrated a high level of scholarship, therefore named to the honor list. ALquds University, Abu dies, Palestine.

May2006 Spanish DELE A1, A2

2009- 2011 Two Certificates of appreciation for participating in the student Ambassador program. Alquds University, Abudies, Palestine.

Feb.2010 Public speaking and body language workshop- Birziet University

Oct. 2009 Online Global learning module on Gender Issues- Champlain College and Palestinian University students.

Sep.2006 Web sites services training workshop with Hadara- Jericho

1994- Present Gymnastic and basketball awards and medals.

VOLUNTARY WORK

Sep. 2004- 2007Active member in the Student Ambassador Program in Alquds University

2004- Present Volunteer & basketball player At the Birziet club- Ramallah, Palestine.

2003- Present Volunteer in shark youth forum

2005-Present Volunteer in Palestinian Federation of Basketball

CONFERENCES

Aug 2007 Conflict negotiation, with the organization ‘’Breaking barriers’’- Germany

LANUAGES, TECHNICAL& OTHER SKILLS

Languages: Arabic- Native language

English- Fluent(Written and oral)

Technical: Microsoft Office- (Word, Power Point, Excel)

Adobe Photoshop

Professional: Communication skills

Organizational skills

Leadership skills

Customer service skills

Filming and photographing

Drawing and designing advertising materials

Can work in a team

Able to multitask

Work under pressure

Core values: Honesty,

Trust

integrity,

Ownership

desire to win.