



Ameen Saraheen

CONTACTS

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Summary

I am ameen saraheen from Beit ula – Hebron I holding degree in accounting and finance with very good grade (82%)

More than 3 years in accounting and finance with privet sector in manufacturing and trading,

EDUCATIONAL BACKGROUND

Bachelor's Degree in Accounting and finance, 2021

Hebron university, Palestine

Certified Management Accountant CMA@ ,2023

Institute of Management Accountants (IMA)

EXPERINCE AND JOB DUTIES

Accounting manager, Aug 2021 – Present (full time)
Al Ataa Building & Construction Materials

- Prepare financial statement and financial reporting
- Prepare budgeting and forecasting (cash budget – master budget – flexible budget – and another budget)
- Analyzing Vernice in budget
- Follow up – cost in manufacturing and Product Pricing
- Prepare payroll salary
- Auditing accounting transaction (Sales, purchases, disbursement, receivables and accounting entries)
- Manage Cash and A/R and A/P

Accounting, June 2020 – May 2022 (part time)
BEIT OLA Glass and Mirrors Company

- Prepare financial statement and financial reporting
- Recording sales, purchases, disbursement, receivables and accounting entries
- Prepare payroll salary

Accounting, may 2022 – present (part time)

AL TAKAML FOR HYDRAULIC machines

- Recording sales, purchases, disbursement, receivables and accounting entries
- Prepare payroll salary
- Manage Account receivable and collection from customers
- Prepare financial reporting to owners
- Recorded transaction financial events between the main showroom and the branches
- Monthly settlement with suppliers and matching

Accounting, September 2022 –present (part time)

Kareem spices & milk derivatives

- Recording sales, purchases, disbursement, receivables and accounting entries
- Prepare payroll salary
- Prepare financial statement and financial reporting
- Recorded transaction financial events between the main showroom and the branches
- Cost Follow up – cost in manufacturing and Product Pricing

Accounting, April 2021 –present (part time)

Gold home furniture

- Recording sales, purchases, disbursement, receivables and accounting entries
- Prepare payroll salary
- Prepare financial statement and financial reporting
- Recorded transaction financial events between the main showroom and the branches
- Cost Follow up – cost in manufacturing and Product Pricing

Project manager, Jan 2022 –July 2022 (part time)

Smart home China

- research and collected data from marketing
- Analyzing data and convergent to information
- Prepare presentation to donors

SUMMARY OF QUALIFICATIONS

- The ability to prepare financial statements from the definition of the accounting event to its reflection on the financial statements.
- Financial modelling & budgeting, cost accounting, financial closing & reporting, manage cash and fund, cost control & reducing, banking transaction
- Advanced knowledge of U.S GAAP and IFRS
- Experience in accounting program and ERP systems
- Proficient in MS Office Suite, including Word, Excel, and Outlook.
- Prepare value added tax and income taxes
- External and internal auditing coordination, assessment and designing and evaluation
- Risk assessment, policies, deducted risk
- Analyzing statement and financial events, solvency, flexibility, solvency, financial leverage
- Prepare Planning (strategic, short term, long term, capital, operation)
- Decision maker, supervising, Guidance.