

Khader, Osama Abdulrahim

Mobile: 0569138020

E-mail: o.a.khader86@hotmail.com

Birth place: Kuwait.

Date of Birth: 1-5-1986

Nationality : Palestine.

Address: Palestine , West Bank

.

Education:

- Sep.2015 : Currently studies Doctor of Philosophy (PHD) Accounting - Limkokwing University of Creative Technology- Malaysia
- Sep. 2009-May,2012: Al-Quds University, Jerusalem , Institute of Business and Economics, Master of Accounting and Taxation (MAcc).
- Sep.2004-Feb, 2008 : Birzeit university , Institute of commerce and Economic, B.S.c of Accounting .

Work & Experience:

Accounting lecturer at business and economic college , Palestine Technical University- Kadoorie, from Dec , 2016 until now.

Accountant / Medical relief Society , August 2008 – October 2010. (2 year 1 month)

"Service company in the Medical Health sector"

- Analyzed & verified financial information.
- Prepared budget analysis, provided financial & investment planning, and legal consulting.
- Kept accurate public records & paid taxes on time.
- Prepared income tax papers & provided counseling concerning compensation & healthcare benefits.
- Prepared & ensured the accuracy of the financial reports & statements.

- Used & accessed different accounting programs according to the clients.
- Ensured appropriate recording of the accounting documentation, & the preparation of the required financial & progress reports in timely manner.
- Contributed to the internal processes to revise & develop priorities, strategic aims & programmatic goals for the whole program.
- Supported efforts to maintain & develop partnership with relevant counter parts & stakeholders.
- Monitored counterparts' levels of expenditure, implementation of activities & the outcomes in collaboration with the finance coordinator.
- Provided support & training for the team.
- Made the monthly forecasting & the purchasing plan interrelated to the budget & the office needs.
- Supervised & controlled the treasury of the mission & followed-up all related transactions.
- Checked & supervised the registration of all the accounting movements & Bank reconsolidations.

Accountant / Khusheim Company, June 2013 – Sep 2015.

”Industrial Equipment trading Company”

- Prepared & ensured the accuracy of the financial reports & statements.
- Prepared bank reconciliation.
- Kept accurate public records & paid taxes on time.
- Used & accessed different accounting programs.
- Responsible for the company distributors.
- Responsible for human resource.
- Prepared the regular accounting transactions.
- Prepared the purchasing orders.
- Other: Responsible for the company internet program & client internet problems.

Skills:

- Accounting reporting & research making abilities.
- Banking & Income tax background.
- Experience in accounting programs (Bisan, Al-dewan& Al-Shamel).
- Ability to work within a team & with different cultures.
- Capability to think creatively & strategically to mediate & to negotiate successfully with individuals & groups to reach common ground & solutions.
- Analytical, negotiation, interpersonal & communications skills.
- Motivation & commitment to humanitarian work & values.
- Ability to work well independently & can assume immediate responsibility.

- Time management skills.
- Ability to meet deadlines and work within a stressful environment.
- A team player with positive inter-personal skills coupled with effective leadership qualities.
- High level of computer proficiency (especially MS office, outlook and internet).

Language:

- Arabic: Mother tongue.
- English: Fluent (reading, writing & understanding).