

Zaid Qutait

Hebron
Palestine

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OBJECTIVE

To utilize my skills and experience in the field of accounting and finance and to exploit my capabilities and efforts to support the overall goal of the Organization.

PERSONAL PROFILE

Date of birth : September 19, 1989

Place of Birth : Amman, Jordan

Nationality : Palestinian

Location : Palestine

EDUCATION

2014 – 2017

Al Quds University, Jerusalem, Palestine

MA. Sept 2017, **Accounting and taxation.**

2007 – 2011

Birzeit University, Birzeit, Palestine

BA. Jan 2011, **Major: Accounting.**

2006 - 2007

Majed Abu Sharar High School, Hebron, Palestine

Secondary Certificates – Scientific Stream **Average Grade 92.2**

EXPERIENCE

Apr 2018- present **Palestine Technical University - Khadouri / Al - Aroub Branch**

Academic lecturer

- Give courses in Diploma and Bachelor for students of the Faculty of Finance and Administration College.

Feb 2015– Mar 2018 **Income Tax department – Ministry of Finance & planning - Palestine**

Assessment Officer

- Work on Bisan Accounting Program (RMS)
- Study and analysis the financial information and financial reports of companies and individuals presented to Income Tax department.
- Auditing data and financial reports of companies and individuals and their conformity with the applicable laws.
- Estimate the tax income of companies and individuals.
- Prepare and manage financial reports and discuss them with management.

- Coordination and follow-up with other departments.

Mar 2011– Jan 2015 **Joint Service Council For Planning & Development – Hebron-Palestine**

Head of the Accounting department

- Prepare and manage financial reports and discuss it with the financial manager and management.
- Receive and manage feedback and input and turn it into output.
- Coordinate the work between the accounting department and the management and the other departments in the organization.
- Managing and building an accounting system for the organization on the olive - tree financial system.
- Supervise the personnel working and training in the department.
- Study and analyze all financial data and extract reports.

Part-time Jobs

- **Accountant, developing the Palestinian villages and neighborhoods project** *2012- 2013*

I worked as the main accountant in the project and Worked on (BISAN-Accounting program) for the project that includes Preparing and managing financial reports and budgets for the regions and the phases of the project.

OTHER COURSES

- Workshop with the Ministry of Finance on the art of dealing with the public.
- Workshop with the Ministry of Finance on financial analysis using Excel.
- Workshop with the Ministry of Finance Tax Audit.
- Workshop with the Ministry of Finance on the Bisan Program and the Local Revenue Management System (RMS).
- Workshop with the Ministry of Youth and Tawasul Foundation on enhancing the role of leadership and communication skills in our social and professional life.
- Workshop on training young leaders at Dar Al Nadwa International to promote the role of youth in the local community.

SERVICES CONTRIBUTION

- Completed 125 hours of community services from Birzeit University.

- Volunteer at the Birzeit Al Ruzna Heritage Festival.
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SKILLS

- Good communication, and problem solving skills
 - Quick and eager learner
 - Exceptionally adaptable; flexible with work cycles.
 - Strong Organizational and Interpersonal Skills
 - Team player and highly motivated
 - Ability to work well under pressure in a fast-paced environment
 - Able to adapt and contribute to various businesses
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COMPUTERS SKILLS

- Computer proficiency in MS Office applications.
 - Proficiency in Microsoft Financial Excel.
 - SPSS and Internet Research solving skills.
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LANGUAGES

- Arabic Native Language
 - English Excellent
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DRIVING LICIENCE:

- Clean Type 2 Valid Until 2018
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References

Kamel Abu Kweik
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AL Quds University
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