

Omar tarada

Accountant

Address: Hebron
Email: omart0672@gmail.com
Phone: 0597508594
Material Status: Married
Nationality: palestinian.

A highly motivated, mature, positive and hardworking individual, who always strives to achieve the highest standard possible, at any given task. I possess excellent communication skills, and I have the ability and experience to relate to a wide range of people. I enjoy learning new things, I can work very well under pressure and I have the sales experience to handle customer complaints and solving problematic situations.

Work Experience

Teaching in High Commercial School (1Year)

Palestine

2012-2013

1. Prior training learn fundamental accounting skills, building an appreciation for the role of accounting in managing a profitable business.
2. An overview of financial, cost, and management accounting; learn the basic concepts, conventions and rules of the double entry system; and practice techniques to analyze ratios from the balance sheet.
3. The concepts of ethics, integrity, and confidentiality are woven in throughout the course.
4. Providing the students the skills needed for college accounting courses—essential for Business majors—office work, or managing their own small businesses.

Accountant with Golden Care Company (3months)

Hebron, Palestine

2017-Now

1. Maintains financial security by following internal controls.
2. Prepares payments by verifying documentation, and requesting disbursements.
3. Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
4. Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing

Al Medan Company (2 Years)

Palestine

2015 – 2017

1. Prepares asset, liability, and capital account entries by compiling and analyzing account information.
2. Documents financial transactions by entering account information.
3. Recommends financial actions by analyzing accounting options.
4. Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
5. Substantiates financial transactions by auditing documents.
6. Maintains accounting controls by preparing and recommending policies and procedures.
7. Guides accounting clerical staff by coordinating activities and answering questions.
8. Reconciles financial discrepancies by collecting and analyzing account information.
9. Secures financial information by completing data base backups.

adherence to requirements, and advising management on needed actions.

5. Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
6. Maintains customer confidence and protects operations by keeping financial information confidential.
7. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
8. Accomplishes the result by performing the duty.
9. Contributes to team effort by accomplishing related results as needed.

Educational Qualification

Master Degree, Accounting	Al Najah National University	2015 – 2017
Bachelors, Accounting	Al Najah National University	2010 – 2014

Working Skills

Professional	Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, SFAS Rules, Confidentiality, Time Management, Data Entry Management,
Related	good dealing with MC office and e-mail, Permanent follow-up and review entrusted with the work and review, ability to work under stress as well as the team work spirit.
Personal	Time Management, General Math Skills