



Sulaiman Mosa

CV

Education

Al Azhar University, Palestine
Bachelor's degree in economics and management sciences,
[Accounting Department]

Experience

September 2019–October 2019

Supervisor

- Farah center of Catholic Relief Services (child-friendly community centers project)
- Follow-up and evaluation of the animators in the center through supervising the workflow in the required form, as well as preparing administrative reports and managing available resources to serve the kids and community.

February 2019–September 2019

Money Collector

- Manar Corporate (collecting the debts of Jawwal Company)
- Compilation of information for dealing with people who accrued the debt, and then meet them and convince them to repay the accumulated debt. Afterwards, keep track of the debtors to make sure that they are repaying what is owed.



Palestine, Gaza



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November 2018–February 2019
Receptionist and debt clerk

- Jawwal
- As a receptionist: Receive the subscribers, deal with them politely, then transfer them to the employee concerned according to the type of the problem.
- As a Dept Clerk: Follow-up on Jawwal company's debt file, file documents, and maintain them.

June 2018–November 2018
Cashier

- Talal Awwad trading center
- Dealing with customers in a good manner and sell their goods, then insert the barcode of each sold, in order, so that at the end of the day Sales are matched on the system with the actual income.

April 2018–June 2018
Online Marketer

- eBay
- Predicting the success of selling the product by studying the market, then building it at a small profit margin, after that putting it on the stand and selling it.

February 2018–April 2018
Volunteer

- Youth and Environment Association
 - Meeting with the coordinators and putting forward effective ideas to serve the community and implement them to the real world.
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December 2017–February 2018

Volunteer

- Community Forum
- Networking, reaching out to civil society, learning about its needs, identifying its problems, and trying to find solutions

Trainig Courses

- Communication skills course at Tamir community education.
- Training on Al Aseel Accounting program at Al Basma training and Development Center.
- Training on Al Tarek Accounting Program at Al Basma training and Development Center.
- Psychosocial support Course at the Catholic Relief Services.
- Management skills course at the Smit Center.
- Financial management course at the Smit Center.
- E-commerce course at the International Academy of electronic commerce.

Skills

- Proficiency in accounting software programs.
 - Consistent attention to detail.
 - Payroll administration duties.
 - Expense check administration duties.
 - Monthly closing experience.
 - Computer Skills.
 - Customer Service.
 - Ready to acquire and learn more
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Language Skills

- Arabic: Fluent in Speaking and Writing.
- English: Fluent in Speaking and Writing.

Communication & Leadership

- Excellent written and verbal communication skills.
 - Confident, articulate, and professional.
 - Empathic listener and persuasive speaker.
 - Speaking in public, to groups, or via electronic media.
 - Excellent presentation and negotiation skills.
 - Honesty and Integrity.
 - Inspire Others.
 - Commitment and Passion.
 - Good Communicator.
 - Decision-Making Capabilities.
 - Accountability
 - Delegation and Empowerment.
 - Creativity and Innovation.
 - Problem-Solving
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