

Aref Nabil AlGhalayini



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worked experience:

POSITION Duties	The Arab experts Company Accountant Officer, Gaza Accountant & Admin Assistant June 2016 – Nov 2016 Follow-up accounting transactions for partners, auditing purchase and sales invoices, and preparing monthly and annual financial reports for companies. Ensure all the receipts/invoices are correctly filled and Ensure that all payments Are justified by adequate supporting documents.
Position Duties	Work at UNDB, Gaza Mar 2017- Jun 2017 project assistant Coordinating sessions, training rooms and trainers, supervising the progress of work according to plan, and coordinating the disbursement of transportation to beneficiaries.
Position Duties	Work at jawwal, Gaza July 2017 – Mar 2021 Accountant & Administrative Assistant Follow up the purchase invoices and make sure that they are filled out correctly and make sure that all payments are justified by supporting documents, commissions are disbursed and audited. Archive all the relevant accountancy documentation in the proper way indicated and prepare the needed records for daily financial transaction.
Position Duties	Work at Friends for Mental Health, Gaza Apr 2021 – Until now Accountant & Admin Assistant Preparing daily and monthly financial reports periodically, Check and review purchase orders, verify receipt is correct Execution of quotations, financial and technical analysis, award minutes, approval notice and supply order and Follow-up on the communication means services and the office utility bills

EDUCATION

 | **BSc Accounting (in English) 2015-2016**
Al Azher University of Gaza, Palestine

Courses			
Date	Course Name	Hrs	Institute
Jan 2020	Certificate FCA (Certified Finance Accountant)	120	American Center
April 2019	Interactive skills for effective sale	12	Pick & call
Dec 2018	Workplace success & creative sales	85	Education for employment
June 2018	Preparing Government Budgets	6	Association of Accountants
July 2017	TOT	15	American International Center
Aug 2017	ICDL	40	Association of Accountants
Aug 2016	Preparation of projects and recruit money	30	Canadian Foundation for Training
Oct 2016	Course (banky) In the Bank of Palestine	84	Bank of Palestine
Feb 2015	Golden Aseel for management & accounting	36	The Cultural Turkish Center
Nov 2014	a driver's license from 2014	0	
June 2014	Levels in English language	-	Accent Center
Nov 2012	Conversation English Course	30	The Cultural Turkish Center

Personal Qualities
▪ Ability to communicate and deal. ▪ Ability to make decisions. ▪ Flexibility at work. ▪ Ability to take responsibility. ▪ Integrity, honesty and ethics. ▪ Initiative and work independently, logical and well-behaved.

References		
Amro harzalah	Work in The Arab experts Company	0592951999
Hazem almobaied	Work in jawwal	0599001036
Rasha abu ramadan	Work in UNDB	0599065689