

Curriculum Vitae

PERSONAL INFORMATION



Name: Saleem Zyad Al-Khateeb

Birth Date & Place: August, 1st Gaza / Palestine

Nationality: Palestinian

Marital Status:

- Bachelor of English Accounting {English Trade College}.
- Bachelor of English Business Administration {English Trade College}.

CONTACT INFORMATION

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Country: Palestine

Address: ElRemal - Gaza

PROFESSIONAL EXPERIENCE

Organization Name:

- 1) Khateeb Group 1984 As a CEO (Applied El Asseal package, Arbitration Agreement as well as a feasibility studies), 10/1/2010 To 20/3/2020.
- 2) I worked as Executive Director in several international & NGO's work on the Golden Asil Program , the Besan Program & another systems in the technical areas like Civil Society Development, Human Rights, Food Security & Livelihood services.
- 3) Cullinan diamond tools and household electrical appliances, Administrative and accountant / application on the original and pioneering software program, 01/05/2013 To 31/8/2017.

	4) Furniture and Sofa Company & Carpets, Accountant and sales / application to the inherent program delegate, 11/27/2014 To 30/5/2015. 5) Cairo Amman Bank / El Remal Branch for (open Account, western Union, Loans, Visa Card...). 6) El Wafa Company for Accounting & consultant (practice El Momtaz package, as well as practice Auditing Reports).
EDUATICON	
Institution	Al Azhar university – Gaza.
Major	-B. A in Economics and Administrative Sciences – English Business Administration. Good - B. A in Economics and Administrative Sciences – English Accounting. Very – Good
Completion date	Accounting / E - July 2010. Business Administration / E - July 2013.
Professional Courses	
Gaza	UNRWA – GTC: 1. Computerized Accounting; Al Asseal. Al-Khateeb Training Center: 2. Advanced English course. 3. Computer Skills: MS Word, Excel, Access, PowerPoint, Outlook, and Internet Explorer. 4. Courses in Sales and customer service management. 5. professional tax consultant certificate.
Professional skills	
▪ General Manager & Auditor - Al Khateeb Group. ▪ Working as an accountant & Administrator on many international and domestic Companies & Institution's. ▪ Preparing many feasibility studies for many companies, industrial, service and commercial establishments.	

- Implementing many specialized training programs in accounting, auditing, consulting, marketing, leadership skills and business development.

Accounting & Administration Skills

- International Accounting Practices, Budgeting, Costing, Cash Flow, Fund Mgmt., Report Generation.
- I have experience in Outstanding organizational and problem-solving skills, analytic & pragmatic.
- I'm have a strong & professional experience as a financial supervisor at a senior level & I'm have a strong knowledge of regulations and compliance.
- Knowledge of US GAAP, Preparing Financial Statements, Fraud Detection.
- IT Skills: High ability to deal with Accounting Software Applications, Applied El Asseal & El Momtaz package & Microsoft Office. "Perfect".
- Excellent financial report writing and communication skills.
- Knowledge of Palestine accounting practices and taxation system.
- Knowledge of NGOs accounting system.
- Acquainted with the latest accounting standards changes & projects.
- Developing & Implementing Financial Controls, Policies & Procedure, Financial, Administrative & Personnel Management.
- I have high skills to work with another departments & Achieving business achievement and achieving goals.
- I'm Ability to handle multiple assignments & meet deadlines.
- I'm Ability to prepare operational plans.
- I'm have an Excellent experience in reporting & formal writing skills in both English and Arabic
- I have a practical experience about how to Ensuring that the information flow of new marketing promotions, campaigns to all relate & concerned parties.
- During the long years of work, I have a many skills in Communication, Leadership, Receiving / managing forms, Interpersonal, Analytical, Problem Solving & Decision Making Skills.
- I have the ability to work with the team to receiving, managing, organizing, directing, managing sales and follow up research and development to reach goals.
- I have held a series of training programs in finance programs, Purchase management and marketing.
- I have a passion for updating my information and formulating unconventional ideas.
- Ability to multi-task and working independently or with a team.

Languages	• Excellent command of English; written & spoken. • I have a strong knowledge & a courses of Hebrew; written and spoken. • Fluent in Arabic – native language.
Work Fields	
Accounting & Business Filed	▪ Preparing and building financial and accounting systems for many companies & institutions. ▪ Preparation of financial policies and plans. ▪ Develop procurement policies and corporate commitment ▪ I'm have a strong experience in a mid-to-upper level accounting position & preferred in NGOs. ▪ Prepare procedures and policies to raise the level of financial control over corporate assets and properties. ▪ Building financial analysis systems, monitoring methods and evaluating the performance of many companies. ▪ Representation of companies and institutions before the tax authorities (VAT, income and property tax). ▪ I'm have a high level of Experience in projects financial management.
Audit Field	▪ Auditor for many international and local companies. ▪ Executive Manager of Audit Group at Al Khateeb Group. ▪ External auditor for many banks & NGO's.
Consulting field	▪ Providing consulting services in administrative, administrative and tax consultations. ▪ Providing specialized consultancy services in the field of marketing and business development.
Feasibility studies	▪ Providing specialized consultancy services in the preparation of economic feasibility studies for local and international industrial, commercial and service facilities.
Field of training & development	▪ Certified Trainer in the field of financial & administrative sciences with many international and local companies. ▪ Certified trainers in the Deanship of Continuing Education and Community Service - Islamic University – Gaza. ▪ Trainers in accounting, Business & auditing in NGO's.

Signature

Saleem Al Khateeb