Rezeq KH. Harb

AL Nasser St, Gaza, Palestine,

Mobile: +972 598 193322

Mobile: +972 562 200877

E-mail: Rezeqkh@gmail.com

**Dear Sir:**

My Nine years' experience has involved the sectors of Management & Finance. I worked as **lecturer** at Palestine Applied Polytechnic and currently I am lecturer at Israa university and I am a **Head of accounting unit** at Coastal Municipalities Water Utility **(CMWU)**, so I am proud that I have learned through practice.

Through my work, there is a strong emphasis on team work. This has helped me to understand the dynamic of team work. My rich experience gives me the ability to work under pressure and in insecure environment. Also I have practical experience of managing donors and I am aware of several donors' financial policies with such as **WB (World Bank), UNICEF, IsDB, ICRC, UNDP, Save Children, Muslim Hands, Oxfam, KFW and ACF**. Furthermore, I have excellent skills in using computer and its applications including some accounting Software.

I hold a **Master degree** in **Accounting & Finance** and **Bachelor degree in Accounting in English,** and have extensive retail experience in Administration. In addition, my enclosed resume provides you with an overview of my relevant training. In addition to my extensive office experience, I have very good communication skills; I always maintain a mature, gracious and professional manner when communicating with people, even when difficulties arise. My experience and range of skills make me a superior candidate for this position. In Additional, I always looking for enhance and develop my career experience by preparing for the international certificate in the accounting and finance (CMA – Certificated Management Accounting).



**Your sincerely, Rezeq KH. Harb**

**Curriculum Vitae**

**Rezeq Khalil Harb**

**Rezeq Khalil Mohammed Harb**

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**Personal Information:**

**N**ame : Rezeq Khalil Mohammed Harb

**D**ate of **B**irth:26th Feb. 1986

**P**lace of **B**irth: Palestine. Gaza.

**N**ationality : Palestinian.

**I**D **N**umber : 801398827

**M**arital **S**tatus: Married.

**A**ddress : Gaza- Al - Nasser St. Near from Al-Heluo Hotel

**Academic Qualifications:**

⊥ **2012** *Islamic University of Gaza* Gaza, Palestine.

**Master Degree in - (Accounting & Finance).**

⊥ **2009** *Islamic University of Gaza* Gaza, Palestine.

**B.A in English Accounting**

**Professional Qualifications:**

⊥ **2015** *Islamic University of Gaza* Gaza, Palestine.

**Professional Diploma in English for Specific Purposes (Commercial)**

**Work Experience:**

 **2015-Now working** as **Head of accounting unit** in Coastal Municipalities Water

Utility (CMWU).

**Main activities and responsibilities:**

- Coordinate the staffing, and operational activities for the Accounting Division including financial record keeping and reporting.

- Assist Finance and Admin Manager (FAM) in the development and implementation of goals, objectives, policies, and priorities for the Accounting Division; identify resource needs; recommend and implement policies and procedures.

- Provide assistance to FAM in preparing and presenting accounting progress reports and other necessary correspondence.

- Direct, coordinate and review the work plan for the Accounting Division; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

- Participate in the development and administration of the Accounting Division budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

-Ensure the maintenance of proper accounting documentation.

-Prepare complete year-end financial statements for audits including disclosures, statement of cash flows and a complete work paper audit package.

-Prepare at least quarterly and annual financial statements; balance sheet, income statement, cash flows, segmented financials, etc.

 **2017 – Now Working** as Lecturer in Israa University - Gaza.

**Main activities and responsibilities:**

- Teaching English Accounting Courses.

- Prepare and deliver formal scheduled teaching duties including teaching, tutorials, and learner assessment.

- Deliver and assess key and basic skills.

- Manage, plan, and review learning program and the curriculum including the development of resources.

 **2009 – 2014 Worked** as **Accountant** in Coastal Municipalities Water Utility (CMWU).

**Main activities and responsibilities:**

- Ensures the timely and accurate posting, balancing, and reconciliation of the general ledger for each entity

- Recommends changes in accounting systems and procedures.

- Responsible for general ledger.

- Fixed asset processing and reporting.

- Maintain bank accounts by requesting disbursements.

- Monitor reserve accounts and short-term fund investments.

- Review bank statements.

- Research and reconcile all discrepancies.

- Auditing and verifying documents.

- Following internal controls.

- Completing data backups.

- Primary responsibility is to prepare financial statements and supporting schedules according to monthly close schedule

- Prepare monthly account reconciliations

 **2009 Worked** as Lecturer in Palestine Applied Polytechnic for Five month.

**Main activities and responsibilities:**

- Teaching Accounting Courses.

- Prepare and deliver formal scheduled teaching duties including teaching, tutorials, and learner assessment.

- Deliver and assess key and basic skills.

- Manage, plan, and review learning program and the curriculum including the development of resources.

**Training courses:**

|  |  |  |
| --- | --- | --- |
| 16, June-20, July2008 | AMIDEAST**Preparation for the TOEFL** | Palestine, Gaza30 hours. |
| 11-29 March2007 | Women's Affairs Committee**Access to Choices** | Palestine, Gaza24 hours. |
| 21-28 July2008 | UNRWA , SMET**English Based-Computerized Accounting "Peachtree****Package"** | Palestine, Gaza18 hours. |
| 2-6 August2008 | The Palestine Progressive Youth Union**Trainers for Summer Camps** | Palestine, Gaza20 hours**.** |
| 3-31 August2009 | Islamic University of Gaza**Technical & Financial Analysis Using Excel** | Palestine, Gaza24 hours. |
| 2008-2009 | Islamic University of Gaza**Golden Asseal program.****Excel****SPSS Program** | Palestine, Gaza |
| 12th Aug. – 12thSep. 2011 | Smart International Center**Management Skills** | Palestine, Gaza |
| 10th Sep. – 1st Oct.2011 | Smart International Center**Communication Skills** | Palestine, Gaza |
| 15th Oct. 2011 –16th Feb 2012 | Smart International Center**Public Relations Diploma** | Palestine, Gaza |



**Further Skills:**

 ***Language Skills:***

**Arabic:**

"Native Language".

**English:**

Reading: “Excellent” Writing: “Excellent”

Conversation: “Excellent”

 ***Computer Skills****:*

- Broad knowledge and usage of the following computer programs and applications, through active and efficient outcome. Microsoft office XP, Word, Excel, Power Point, Access, Electronic mail and Internet.

- Receive Telephone calls. Also, acknowledge of using all the office machinery and equipment.

 ***Personal Skills:***

*-* Broad Knowledge of computers and operating Microsoft office programs.

*-* Highly motivated to pursue opportunities to develop my technical & professional skills.

*-* Able to learn quickly and open to new ideas and approaches.

*-* Able to work under pressure, at any place and be part of a team

*-* Creative and self-confident.

*-* Capable of managing public relations effectively

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**References:**

|  |  |  |
| --- | --- | --- |
| **1-** | Mr. Ramez T. Al Madhoun | Consultant - Water Sector Regulatory Council Mobile: 0599 - 784467 |
| **2-** | Eng. Ashraf Mushtaha | GIS officer and environment specialist - CMWU HQ - Gaza.Mobile: 0599 – 487742 |
| **3-** | Mr. Nael Mushtaha | Financial Manager - CMWU HQ - Gaza.Mobile: 0599 – 713077 |

