

# Yousef Qtait IACPA IMDL

## General Accountant



Management accounting, Reporting with technology and tools

An International Arab Certified Public Accountant  
International Management Driving License

Dubai, United Arab Emirates

+971 56 69 637 80

[qtait89@gmail.com](mailto:qtait89@gmail.com)

### SUMMARY

Experienced Accountant with a demonstrated history of working. Skilled in Accounts Payable, Accounts Receivable, Account Management, External Audit, Account Reconciliation.

Pursuing a position in accounting, utilize my skills and put my skills into practice. Eager to learn, and excited about starting a career in a dynamic industry. Looking forward to working in a leading and progressive organization that has team work environment.

### CERTIFICATIONS, PROFESSIONAL MEMBERSHIPS AND HIGHLIGHTS

- Undertaking chartered membership with Chartered Institute of Management Accounting. (ongoing)
- An International Arab Certified Public Accountant.
- International Management Driving License.

### WORK EXPERIENCE

- **Accountant**

At Jeet Contracting

Location: United Arab Emirates

April 2019 – Present

Working on Blue Berry – ERP Program

#### Key Responsibilities:

- Verifying the invoices against the issued LPOs, then prepare payment cheques accordingly.
- Administer and processes all petty cash transactions in accordance with the company's policies and procedures.
- Prepare and execute payrolls.
- Maintain the accounting software system.

- ***Accountant***

At Concord Stars Contracting

Location: United Arab Emirates

Mar 2018 – Feb 2019

**Key Responsibilities:**

- Establish agreements between the company and suppliers to schedule payments.
- Maintains general ledger accounts by reconciling accounts receivable detail and control accounts
- Administer and processes all petty cash transactions in accordance with the company's policies and procedures.
- Verifying the invoices against the issued LPOs, then prepare payment cheques accordingly.
- Prepare payroll schedules.

- ***Accountant***

At Special Office of Sheikh Mohammed Bin Tahnoon Al Nahyan

(Al Maraba Poultry Farm)

Location: United Arab Emirates

June 2016 – Feb 2018

**Key Responsibilities:**

- Follow-up daily sales invoices
- Writing a daily Sales report
- Cash receipt of account
- The receipt of the account stores - inside and outside
- Follow-up production daily, such as invoices and account feed
- Follow-up of the bank account deposits and withdrawals

## EDUCATION

- **Bachelor's Degree in Accounting**

Al-Quds Open University – Palestine

2015



## TRAINING COURSES

- Completed Training for International Arab Certified in Public Accountant (IACPA), 2016.
- Financial Excel (How to use Excel and do basic calculations like Interest and Depreciation through formulas.), 2015.
- International Management Driving License (IMDL) (Certificate from **Toronto International School of Business**), 2015.
- AL Shamel Accounting Software, 2013.
  - Trained how to use Al Shamel Accounting software (famous software used in Palestine) to log proforma invoices and designing accounting chart.
  - Al Shamel is software where you must identify all accounting elements. Build the data base with templates available when required.
- Payroll Accounts. One Day Workshop, 2013.
  - Trained how to prepare Payroll withdrawals to suppliers and customers.
- Communication skills and teamwork, 2012.

## SKILLS

- MS Office (Word, Excel & Power point) (Professional)
- Bilingual (Arabic as mother tongue, fluent in English)
- **Nationality : Jordanin**