Muhammad Yahya Assaf

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**Accounting Lecturer**

***SUMMARY***

In addition to my academic qualifications, I have taught courses in accounting at one of the leading Palestinian Universities for more than five years. I also have more than six years of professional experience in accounting, financial analysis, and management. My work experience involved conducting training in accounting software, balance sheet analysis and reconciliations, general ledger analysis and reconciliations, tax reconciliations, expense analysis, sales reporting, and analysis of financial statements. Moreover, I held managerial positions. I am particularly strong in Excel (with advanced features, such as Pivot Tables and V Lookup) and computerized accounting systems.

***EDUCATION***

* **M.B.A.**Indiana University of Pennsylvania**,** Pennsylvania,United States. August 2017
* **M.B.A. Accounting,** Maharishi University of Management, Iowa,United States.June, 2010
* **B.S. Accounting**, Arab American University, West Bank, 2004

***PROFESSIONAL EXPERIENCE***

**-Instructor, Accounting Department at Arab American University-Jenin, Palestine (03/2013-Present)**

Courses taught in the university (in English)

* Accounting Principle I.
* Accounting Principle II.
* Intermediate Accounting I
* Intermediate Accounting II
* Advanced Accounting
* Financial Statement Analysis.
* Accounting for Financial Institutions.
* Accounting for Governmental and Not for Profit.
* Managerial accounting
* Advanced Cost Accounting
* Microeconomics
* Fundamentals of research methods

**-Manager: Villa Madina,Toronto, ON Canada (02/2011-12/2012)**

* Took responsibility for the business performance of the restaurant chain.
* Analyzed the restaurants sales and profitability.
* Organized marketing activities, such as promotional events and discount schemes.
* Estimated food consumption, placed orders with suppliers, and scheduled delivery of fresh food and beverages.
* Monitored staff to ensure that health and safety standards and regulations are followed.
* Maintained budget and employee records, prepared payroll, and paid bills.
* Arranged for maintenance and repair of equipment and other services.
* Oversaw recruitmentand training for new staff.

**-Financial Manager Assistant: South Western Shell Inc. Chicago, IL. USA.(01/2009 - 12/2010)**

* Maintained general ledger, prepared journal vouchers for adjusting and correcting accounting records, and balanced accounts.
* Collected and accounted for cash receipts and prepared bank deposits.
* Performed monthly bank reconciliations for the company bank accounts.
* Monitored the financial activity and prepared income and expenditure reports.
* Prepared and maintained balances of accounts payable, payroll distribution, fixed assets, and cash.
* Assisted accounting manager in asset inventory, budget, and depreciation expenses.

**-Accountant:The Food Allergy & Anaphylaxis Network. Fairfax, VA. USA.(10/2008 - 12/2008)**

Temporary assignment by Acsys, Inc., Reston, VA

* Assisted CFO in resolution of audit findings detailed in the annual audit report.
* Reviewed the trial balance.
* Reviewed revenue accounts and made reconciliations.
* Ensured the proper documentation of restricted and unrestricted grants.
* Prepared bank reconciliation.

**-Tax Consultant: Freddie Mac. Mclean VA. USA. (02/2008- 09/2008)**

Temporary assignment by Acsys, Inc., Reston, VA

* Helped in preparing tax basis balance sheet reconciliations for all investments of Freddie Mac.
* Generated PeopleSoft general ledger reportsand ran queries to reconcile the accounts.
* Performed extensive account analysis and reconciliation utilizing MS Excel, including Vlookup and pivot tables.
* Reconciled Corporate Accounting Unpaid Principal Balance (UPB) and Premium /Discount to the Retained Mortgage Assets (RMA) System on a monthly basis.
* Analyzed any differences between general ledger accounts and tax reports.
* Identified all the reconciling items by nature and documented them.
* Reviewed and prepared reconciliations of general ledger accounts with purchase information systemand RMA system.
* Prepared and audited other tax files according to the procedure memorandum.

**-Field Supervisor: (11/2006-01/2007)**

[**Palestinian Central Bureau of Statistics. Jenin and Toubas.**](http://www.pcbs.gov.ps/Default.aspx?tabID=1&lang=en)  **West Bank, Palestine.**

* Supervised a field team in charge of updating the comprehensive physical maps of the Palestinian Territories in the 2007 General Census of Population, Housing and Establishment.
* Implemented new ideas and assigned field teams in Jenin and Tubas area towns.
* Managed employees’ daily work to ensured quality work and monitored work progress.
* Prepared reports after the completion of jobs.

**-Accounting System Training Supervisor:Isra Software& Computer Co**. **West Bank, Palestine. (03/2005 – 10/2006).**

* Analyzed clients’ existing accounting systems and assessed their business needs.
* Based on the preceding analysis prepared recommendations for clients and formulated new charts of accounts.
* Installed customized computerized Al-Shamel accounting systems.
* Created User accounts according to company needs and provided necessary training to users.
* Trained users how to use the program.

***INFORMATION TECHNOLOGY SKILLS***

* Accounting Software: QuickBooks, PeopleSoft, Great Plains, and Al-Shamel
* Spreadsheets: Excel with pivot tables, VLookup
* Database: Access

***PERSONAL SKILLS***

* Excellent accounting and financial background with advanced system skills, able to accept further responsibilities and flexible with changing priorities of tasks.
* Highly motivated with positive attitude, leadership qualities, goal oriented approach and good team player, well organized and able to work under the pressure of deadlines.