

Holds a Bachelor in Commerce (Accounting) and has over 11 years experience conducting full financial statement audits, reviews and full disclosure compilations audit.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 21/09/1988  
Gender : Male  
Marital Status : Married  
Residence : Heliopolis, Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting), Ain Shams University, 2011

## **LANGUAGES**

Arabic : Native Language  
English : Very Good  
French : Basics

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

- : INNOVATION CAMP, INJAZ MASR (2021).
- : ARTIFICIAL INTELLIGENCE FUNDAMENTAL, MICROSOFT PHILANTHROPIES LEAD (2021).
- : PROGRAMMING (PYTHON), UNIVERSITY OF MICHIGAN (2021):
  - PYTHON BASICS: CREATE A GUESSING NUMBER GAME FROM SCRATCH.
  - CONCEPTS IN PYTHON: LOOPS, FUNCTIONS AND RETURNS.
  - LEARN PYTHON WITH NO PRIOR PROGRAMMING EXPERIENCE.
  - PROGRAMMING FOR EVERYBODY (GETTING STARTED WITH PYTHON).
  - CAPSTONE: RETRIEVING, PROCESSING, AND VISUALIZING DATA WITH PYTHON.
  - USING DATABASES WITH PYTHON.
  - USING PYTHON TO ACCESS WEB DATA.
  - PYTHON DATA STRUCTURES.
- : BIG DATA ANALYSIS, UDACITY (2021).

- : CMA part one (cost – budget), Brooklyn Academy (2012).
- : Computerized Accounting (Cairo University): Peach Tree – Quick Books – Advanced Excel – American Sheets.
- : Sales & Marketing, Ain Shams University (2009).
- : English course, MODLI.
- : ICDL (2008).
- : Delta International Bank (summer training) for one month.
- : Egypt Air (summer training) for one month.

## CHRONOLOGICAL EXPERIENCE RECORD

**Dates** : From Apr. 2022 till now

**Employer** : MBO IP LAW FIRM (INTELLECTUAL PROPERTY & TRADE MARK AND LEGAL SERVICES), Cairo

**Job title** : SENIOR ACCOUNTANT

**Job Description** :

- PREPARING EXCEL SHEETS FOR AR & AP.
- PREPARING EXCEL SHEETS FOR MARGIN.
- PREPARING BANK RECONCILIATION.
- PREPARING PAYROLL SHEET.
- FOLLOW UP CURRENCY EXCHANGE.
- PROCEEDING THE INVOICES AND AUDIT.
- REVIEWING THE MAIL DAILY WORK.
- PREPARING ANALYSIS REPORT FOR THE OWNERS.
- FOLLOW UP THE AP DUE & PAYMENTS.

**Dates** : From Jan. 2014 till Mar. 2022

**Employer** : EL-HUDA POWER & COMMUNICATION (ELECTROMECHANICAL CONSTRUCTION & SUPPLIER), Cairo

**Job title** : Senior Accountant

**Job Description** :

- PREPARED EXCEL SHEETS FOR AR & AP.
- AUDITED AP BILLING & AR INVOICES.
- INDEXED BILLS.
- OVERSAW SURVEY SITE WORK.
- CONTROLLED THE INVENTORY.
- PREPARED BANK RECONCILIATION.
- PREPARED PAYROLL SHEET & SOCIAL INSURANCE PROCDED.
- COLLECTED CHECKS.
- NEGOTIATION WITH SUPPLIES & ANALYSIS PO (TECHNICAL & FINANCE).
- REPRESENTED THE COMPANY (PREPARE PRESENTATION) & CONVINCED THE OWNERS (PRE-SALES WORK).

**Dates** : From Mar. 2013 till Dec. 2013

**Employer** : ELSHAHEEN GROUP (AGENT AND IMPORTER OF US AND BRAZILIAN FROZEN MEAT), Cairo

**Job title** : Junior Accountant

**Job Description** :

- PREPARED ANALYSIS EXCEL SHEET.
- AUDITED AP (BILLING) AND INDEXING BILLS.

- RECONCILIATION BANK ACCOUNT AND COLLECT THE CHECKS.
- REVIEWED WAREHOUSE AND FOLLOW UP STORE AND INVENTORY.

**Dates** : From Jul. 2011 till Feb. 2012

**Employer** : EL-HUDA POWER & COMMUNICATION (ELECTROMECHANICAL CONSTRUCTION & SUPPLIER), Cairo

**Job title** : Junior Accountant

**Field of experience** :

- Working knowledge of VAT laws and Social Insurance.
- Extensive background in reconciling, accounts receivable/payable, financial statements & reporting.
- Employed with Electromechanical construction companies and acted as Manager of Accounts Receivable & Payable.