

Holds a Bachelor of Commerce and has about 17 years hands-on experience working in accounting field.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Male  
Residence : Nasr City, Cairo

## **EDUCATION**

: Bachelor of Commerce, Ain Shams University, 2004

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: ERB software

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From 2021 till now  
**Employer** : Tee by Cotton  
**Job title** : Senior Accountant

**Dates** : From 2019 till 2021  
**Job title** : Senior Accountant

**Dates** : From 2017 till 2019  
**Employer** : شركة بيت الكهرباء  
**Job title** : Senior Accountant

**Dates** : From 2015 till 2017  
**Employer** : OMNAS (Egypt)  
**Job title** : Senior Accountant

**Job Description** : 

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Suggest ways to reduce costs, enhance revenues and improve profits.
- Make best-practices recommendations to management.

**Dates** : From 2010 till 2015

**Employer** : AGCO (Libya)

**Job title** : Branch Accountant

**Job Description** : 

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- Prepare and submit weekly/monthly reports.
- Suggest ways to reduce costs, enhance revenues and improve profits.
- Make best-practices recommendations to management.

**Dates** : From 2008 till 2010

**Employer** : AMM (Egypt)

**Job title** : Accountant

**Job Description** : 

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Prepare and submit weekly/monthly reports.

**Dates** : From 2007 till 2008

**Employer** : IGS (Egypt)

**Job title** : Accountant

**Job Description** : 

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Prepare and submit weekly/monthly reports.

**Dates** : From 2005 till 2007  
**Employer** : NEISCO (Egypt)  
**Job title** : Accountant  
**Job Description** :

- Post and process journal entries to ensure all business transactions are recorded.
- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Prepare and submit weekly/monthly reports.

  
**Field of experience** :

- Make daily account restrictions.
- Preparing periodic reports for accounts.
- Preparing the budget and final accounts.