

Holds a Bachelor of Commerce (Accounting) and has over 15 years hands-on experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 20/11/1981  
Gender : Male  
Marital Status : Married  
Residence : Helwan, Cairo

## **EDUCATION**

: Bachelor of Commerce (Accounting), Higher Institute for Advanced Studies, 2007

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office (Word, Excel, Power Point), Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Accountant Training Academy (2007/2008), included:

- Manual Accounting.
- Computerized Accounting using Excel XP.
- Cost Accounting.

: Training at El-Aksa for Local Contracting (as Site Accountant) (from Jun. 2006 till Mar. 2007).  
: Training at Reedy's Cosmetics Co. (as Treasury Accountant) (from Sep. 2005 till Apr. 2006).

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Nov. 2016 till now  
**Employer** : Royal Pack  
**Job title** : Senior Accountant

**Dates** : From Feb. 2014 till Jan. 2016  
**Employer** : El-Raem for Contracting (Saudi Arabia)  
**Job title** : Site Accountant

**Dates** : From Jan. 2013 till Jan. 2014  
**Employer** : El-Hamad for Trade & Distribution  
**Job title** : Senior Accountant

**Dates** : From Jan. 2011 till Sep. 2012  
**Employer** : Focus for Engineering Services  
**Job title** : Document Controller

**Dates** : From Sep. 2007 till Apr. 2010  
**Employer** : United Corporation for valves & pipe fittings industry (Supplier)  
**Job title** : Accountant

**Dates** : From Nov. 2006 till Sep. 2007  
**Employer** : SALAH ABD EL-FATTAH ACCOUNTING OFFICE  
**Job title** : Accountant (night shift)

**Field of experience** :

- The preparation of accounting entries for all expenses.
- Prepare Invoice for Customers.
- Make matches with customers and banks.
- Process job cost payroll journals and general ledger entries.
- Be sensitive to payroll deadlines and ensure timely payroll submission every cycle.
- Stock control and conducting physical inventories at the end of the year and reconciled with the balance of inventory counting.
- Preparation of daily Treasury.
- Accountant prepares budgets.
- Follow the movement of daily sales of branches and the work of the accounting entries.
- Follow-up the customer to pay their premiums.
- Preparation of weekly budget for site.
- Bookkeeping of expenses of the site.
- Maintenance of staff advances and pocket money.
- Weekly and monthly financial reporting to head office, responsible for procurements for site.