

Holds a Bachelor in Commerce (Accounting) and has about 7 years hands-on experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 01/12/1989
Gender : Male
Marital Status : Married
Residence : Currently KSA

EDUCATION

: Bachelor in Commerce (Accounting), Zagazig University, 2011

LANGUAGES

Arabic : Native Language
English : Very Good

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

- : Electronic Accounting, Net Skill Center / Zagazig (Jan. 2012):
 - Study and record daily restrictions on the Excel program.
 - Study and record daily restrictions on peach tree accounting program.
 - Studying the balance sheet and income sheet for actual companies and recording their operations on accounting programs.
 - At the end of the course I am able to handle accounting with excel and accounting program.
- : English Studying, Cisco Center - Zagazig (Jun. 2011):
 - Review and study the basics of writing.
 - Review and study the basics of speaking.
 - Studying English up to the ninth level.
 - At the end of the course I was able to speak, write and listen in English very well.
- : ICDL, Cisco Center - Zagazig (Aug. 2011):
 - Study Programs Microsoft Office.
 - Study Excel and Word.
 - At the end of the course I am able to handle the programs efficiently.

CHRONOLOGICAL EXPERIENCE RECORD

- Dates** : From Jan. 2018 till now
Employer : Heritage Trading EST. - Jeddah, Saudi Arabia
Job title : Accountant
Job Description : I work in this period as Accountant for this company in the field of marble and ceramic and responsible for:
- Responsible for customer accounts.
 - Check the treasury employee and confirm the actual balance with the book balance.
 - Record all day-to-day operations of suppliers, customers and daily expenses.
 - Record the accounts of workers, employees and monthly salaries.
 - Record purchases and sales invoices in warehouses and check warehouse keeper.
 - Prepare trial balance accounts and adjustment transactions to prepare the income statement and balance sheet.
- Dates** : From Sep. 2014 till Nov. 2015
Employer : Yanbu Houses EST. - Yanbu, Saudi Arabia
Job title : General Accountant
Job Description : I work in this period as General Accountant for this company in the field of constructions and responsible for:
- Delivery site accountants cash money for site expenses.
 - Receive invoices from site accountants and record it each on its site.
 - Preparing the payroll of employees and workers at the sites based on the fingerprint card.
 - Record monthly settlement transactions.
 - Review the purchases of items for each item with the quantities Indexation and determine the quantities of waste and damage to determine the profit of the item or loss.
 - Prepare trial balance accounts and adjustment transactions to prepare the income statement and balance sheet.
- Dates** : From Jul. 2012 till Jul. 2014
Employer : Ahmed Mohamed Ghazali EST. - Yanbu, Saudi Arabia
Job title : Site Accountant
Job Description : I work in this period as Site Accountant for this company in the field of constructions and responsible for:
- Fully responsible for all accounts of the site.
 - Receipt of cash testament and direct disbursement to the various items of work.
 - Record all daily operations like expenses and purchases.
 - Calculate salaries for employees and workers in site.
 - End some purchases with large amounts to save costs and maximize profit.
 - Checking the warehouse employee in the purchase of items and disbursing them to the contractors.
 - Calculate contractors' quantities and their payments.

Dates : From Feb. 2012 till Jul. 2012
Employer : Egypt Green Company for Agricultural Investment - 10th of Ramadan, Egypt
Job title : Accountant
Job Description : I work in this period as an Accountant for this company in the field of agricultural investment and responsible for:

- Staff accounts of the regions advances, monthly salaries and working hours of the staff.
- Supervise and control the warehouses for material and labor requirements.