

Holds a B. Sc. in Commerce (Accounting) and has over 7 years hands-on experience working as Accountant.

## **PERSONAL DATA**

Nationality : Egyptian  
Birth Date : 15/11/1987  
Gender : Male  
Residence : Alexandria

## **EDUCATION**

: B. Sc. in Commerce (Accounting), Alexandria University, 2009

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet

## **TRAINING COURSES AND CERTIFICATIONS**

: Book Keeping & Preparation of Financial Statements.  
: Investing in the Stock Market with minimum Risk.  
: Microsoft EXCEL 2007.  
: Commercial EXCEL level I.  
: Commercial EXCEL level II.  
: ICDL  
: Modern Accounting I.  
: Modern Accounting II.  
: English Conversation.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From May 2015 till now  
**Employer** : Alshahba Casings (Free zone)  
**Job title** : Senior Accountant

**Job Description** : • Key user of El Amin ERP System with the following tasks:  
- Prepare new chart of accounts according to business needs.  
- Work as a Reference to other ERP users during daily transaction into ERP system.  
- Prepare and review required master data.  
- Prepare and review balances of Customers, Vendors, Checkbooks and GL balances.  
- Main Responsibility of GL Module and final accounts.  
- Responsible for accounts receivable and vendors.  
- Prepare monthly salaries.  
- Responsible for inventory.  
• Provide top management and decision makers with analysis Reports.

**Dates** : From Jan. 2015 till May 2015

**Employer** : Scope ATS

**Job title** : Senior Accountant and Data Entry Manager

**Job Description** : • Data Entry Manager tasks:  
- Supervise the staff and operations of a data entry unit.  
- Prioritize and plans workload of data entry tasks in compliance with schedules, deadlines, protocol and policy.  
- Review and analyzes unit production and operations.  
• Senior Accountant tasks:  
- Prepare and record asset, liability, revenue, and expenses entries by compiling and analyzing account information.  
- Maintain and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolving discrepancies.  
- Maintain general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.  
- Summarize financial status by collecting information; preparing balance sheet, profit and loss, and other statements.  
- Produce payroll by initiating computer processing; printing checks, verifying finished product.  
- Complete external audit by analyzing and scheduling general ledger accounts; providing information for auditors.  
- Avoid legal challenges by complying with legal requirements.  
- Secure financial information by completing database backups.  
- Protect organization's value by keeping information confidential.  
- Update job knowledge by participating in educational opportunities; reading professional publications maintaining personal networks; participating in professional organizations.

**Dates** : From Aug. 2011 till Dec. 2014

**Employer** : Advanced Business Consultants (Microsoft Partner)

**Job title** : Senior Accountant

**Job Description** : • Responsible for entering daily transactions using Microsoft Dynamics GP.  
• Prepare profit and loss statements and monthly closing.  
• Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.  
• Dealing with governmental institutions (taxes and Social insurance organizations).

- Analyze and review budgets and expenditures.
- Responsible of Human Resources regarding Company employees' information and files.
- Prepare monthly salaries.
- Prepare payroll taxes, withhold taxes, Deducted at source taxes.

**Dates** : From Mar. 2011 till Jun. 2011  
**Employer** : Louran Hospital  
**Job title** : Accountant  
**Job Description** :

- Prepare journal entries.
- Responsible for entering receivables transactions using Elkhabeer accounting system.
- Prepare analysis of accounts as requested.
- Draw up monthly financial reports.
- Administer accounts receivable.

**Dates** : From Mar. 2010 till Jun. 2010  
**Employer** : Pulse Telecom  
**Job title** : Telesales  
**Job Description** :

- Explain products or services and prices, and answer questions from customers.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Record names, addresses, purchases and reactions of prospects contacted.
- Adjust sales scripts to better target the needs and interests of specific individuals.
- Answer telephone calls from potential customers who have been solicited through advertisements.

**Accounting Systems:**

- Microsoft Dynamics GP.
- Elkhabeer.
- El Am in ERP System.