

Holds a B. Sc. in Commerce (Accounting) and an Accounting & Auditing Diploma. Has over 18 years hands-on experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 17/10/1973
Gender : Male
Marital Status : Married
Residence : Giza, Cairo

EDUCATION

: B. Sc. in Commerce (Accounting), Cairo University, 2000
: Accounting & Auditing Diploma, Cairo University, 2007/2008
: El-Giza Secondary School

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office, Internet

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Sep. 2006 till now
Employer : Modern Systems Engineering Co.
Job title : Accountant
Job Description :

- Customer accounts and their daily restrictions.
- Banks' accounts of deposits, withdrawals, bank statements and bank reconciliations.
- Analysis of revenues and expenses.
- Trial Balance.
- Participation in the preparation of financial statements and budget.
- Customers:
 - Receive purchase orders from customers and give them to stores to process these orders.
 - Checking quantities and items disposed of Stores for customers and their authenticity.
 - Issuing invoices for customers.

- Review the receipt of goods sent to customers and ensure receipt of customers and signature receipt.
- Open an account for each customer to follow up the procurement process and collection.
- Inventory of goods in stores.
- Follow-up of periodic collection of customers and the satisfaction of all Documents from discount fees and refunds other discounts.
- Supply of collected amounts, whether cash or checks for the treasury or bank.
- A comprehensive analysis of customer accounts at the end of each interval.
- Accounts:
 - Preparing and recording daily entries for all company activities.
 - A consolidated disclosure of company revenues.
 - A comprehensive disclosure of the company's expenses.
 - Prepare the audit balance.
 - Participation in the preparation of financial statements and budget.
- Banks:
 - Preparation of checks due to the disbursement in the operations of the company.
 - Bank deposits.
 - Review bank statements and notifications sent by the bank and match them with accounts.
- Projects: Attendance, disbursement, salaries of workers, preparation of minutes of preparation, receipt records, abstracts, income and expenses for each project to show the profitability or loss of the project.

Dates : From Jan. 2004 till Jul. 2006
Employer : General Egyptian Workshops Co.
Job title : Accountant
Job Description : Customer accounts.

Dates : From Sep. 2001 till Dec. 2003
Employer : Wings Tours
Job title : Accountant
Job Description : Tourism Accountant on a steamer in Luxor and Wasson to carry out guest accounting and supervision of the restaurant, bar and warehouse control.

Dates : From Jan. 2000 till Jul. 2001
Employer : Diamond Canary for Clothes Co.
Job title : Accountant
Job Description : Accountant stores, follow the incoming and outgoing and exchange of stores and record operations first-through the permission of exchange of stores.