

Holds a Bachelor in Commerce and has about 28 years hands-on experience working in accounting field.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 30/09/1968
Gender : Male
Residence : El-Obour City

EDUCATION

: Bachelor in Commerce, Ain Shams University, 1989
: Nasr Secondary School

LANGUAGES

Arabic : Native Language
English : Good

COMPUTER SKILLS

: Windows, MS Office (Excel, Access), Internet

TRAINING COURSES AND CERTIFICATIONS

: English from I.L.I.

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From 2014 till now
Employer : Tie Shop Group

Dates : From 2004 till 2014
Employer : Global Spinning & Dyeing (P.Zone Co.)

Dates : From 1997 till 2004
Employer : Marin Textiles Egypt for ready gram

Dates : From 1991 till 1997
Employer : Ceramica El Amir

Dates : From 1989 till 1991
Employer : Samy Ibraheem Gali Office

Field of experience :

- Bookkeeping (Journal entries, expenses analysis).
- Preparing balance sheets & financial standing with its enclosures.
- Preparing bank settlement memorandum & financial situation analysis for drawing & cashing with following up situations of banking guarantees letter & documentary credit (income & outcome) with settling its situation with custom department & bank.
- Preparing custom settlement memorandum (temporary allowance & drawback with following up income & outcome certificate with finishing returning back Guarantee Letters with raising personal undertakings.
- Preparing & following up goods council files & extracting support cheque.
- Preparing data for tax examination procedure (trade profits, stamp, salaries, general revenue).
- Preparing data for tax examination of sales tax & finishing procedures of returning tax in case of export.
- Following up foreign (suppliers & customers) with following up shipment procedures (income & outcome) with custom.
- Following up storehouses control with preparing routine inventory memorandum with request level which allowed through the set production plans.
- Preparing salaries lists with complete fulfilment with regulations & laws that organizing the relationship between employee & employer & social insurance.