

Holds a Bachelor in Commerce (Accounting) and has about 10 years hands-on experience working in accounting field.

## **PERSONAL DATA**

Nationality : Egyptian  
Gender : Male  
Residence : Abbassia, Cairo

## **EDUCATION**

: Bachelor in Commerce (Accounting), Mansoura University, 2007

## **LANGUAGES**

Arabic : Native Language  
English : Good

## **COMPUTER SKILLS**

: Windows, MS Office, Internet  
: Oracle Financial

## **TRAINING COURSES AND CERTIFICATIONS**

- : International Computer Driving License (ICDL).
- : Course in preparing accountants by computer.
- : Pass CMA Exam – Part One.
- : Summer training at Bank Misr (2004):
  - Auditing the daily bank job.
  - Learning the bank system.
- : Training for Employment in Egyptian Banking Institute:
  - Learning the nature of bank system.
  - Learning the banking accounting system.
  - Learning the customer service relation.

## **CHRONOLOGICAL EXPERIENCE RECORD**

**Dates** : From Oct. 2013 till now  
**Employer** : The Egyptian Indian Polyester Co.  
**Job Description** :

- Making the daily journal entries.
- Responsible for suppliers & contractors accounts (liabilities & payments).

- Assist in preparing financial statements at the end of the year.
- Responsible for the Tax accounts.
- Working at Oracle system.
- Count the cost of Export & Import.
- Making the monthly closing entries.

**Dates** : From Jul. 2010 till Sep. 2013  
**Employer** : Link for Investment & Real Estate Company, building B93 – Smart Village  
**Job title** : Accountant  
**Job Description** :

- Accounting the cost of operations.
- Responsible for operation purchase.
- Making the bank statement confirmation.
- Making the daily journal entries.
- Responsible for suppliers & contractors accounts.
- Making the financial statements.

**Dates** : From Sep. 2007 till Dec. 2009  
**Employer** : Egyptian Construction Company (Mokhtar Ibrahim)  
**Job title** : Accountant  
**Job Description** :

- Accounting the vault job.
- Accounting the cost of operations.
- Doing the store ware accounts.
- Making the bank statement confirmation.
- Making the daily journal entries.
- Making, verify the invoices.