**Gulfjobseeker.com CV No:** **1357356**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

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**Fields of competence:**

**SENIOR ACCOUNTANT,ACCOUNTANT, ACCOUNT ASSISTANT, ACCOUNTING CLERK.**

Holds Bachelor of Science in Commerce major in Accounting with English Programs, with excellent experience in accounting field, cash handling with latest accounting program. Always willing to provide support to internal and external peers and ensures a consistently high standard of job performance which demonstrates excellent teamwork, effective communication and consistent positive results.

**OBJECTIVE:**

To secure accounting work or any suitable position in a reputable company where I will apply and continue to develop my skills and ability to strike a balance between outright creativenesses in bringing positive impact on accounting performance.

**SPECIAL SKILLS: Accounting Software programs, Internet**

**MS Package (Microsoft, Excel, Power point)**

**EDUCATION:**

Graduated Bachelor Degree of Commerce major in Accounting with English Programs

2008 Mansoura University

**EXPERIENCES:**

* **Gulf Sky For Aluminium & Glass Works L.L.C**

Senior accountant (May2013-Till Date)

**Job Scope and Responsibility (using peachtree quantum)**

* Maintaining daily reports of departmental costs.
* Reconciliation of general ledger with different accounts.
* Maintaining and multiple accounts according to different contractors.
* Supervision of the financial data recording process to ensure accuracy
* Verification of bills from managers.
* Researching for more effective ways of cost reporting and evaluation.
* Manage accounts of all the workers in the construction department.
* Supervision of the construction billing process.
* Preparing Balance Sheet, Profit& Loss.
* Preparing Reports for management.
* **Halliburton World Wide Limited for Oil & Gas services.**

Global Logistics accounts Payable. (September 2012-May 2013)

**Job Scope and Responsibility :(using SAP)**

. Ensure that invoices received from suppliers are matching the

rates/prices in the agreements.

. Ensure that invoices received from suppliers are scanned to workflow;

. Follow-through with invoice approvals in workflow;

. Post approved invoices in SAP;

. Post payments in SAP .

. Provide payment application ;

. Facilitate monthly reconciliation;

. Facilitate monthly reconciliation with top 10 suppliers

* **Al Bakri Pet food trading** **in Sharjah U.A.E.**

Dealing with: Seven Stars General Trading **(Sister Company)**

**(January 2010 – September 2012)**

**Job Scope and Responsibility :( Using Peachtree Accounting Software)**

• Posting daily entry in computer.

• Maintaining and creating files for record keeping system, labels, files and retrieves.

• Making and Check for accounts statement every company.

• Faxing accounts documents.

• Make Balance Sheet report every month.

• Updating and reconcile Bank Statement.

• Preparing Balance Sheet, Profit& Loss

• Preparing Reports for management.

**Mash Cosmetics Co. (Jan 2009 – Up to Jan 2010)**

**Job Scope and Responsibility :( Using Alpha Accounting Software)**

* Preparing and follow-up customer accounts.
* Posting daily entry in computer.
* Maintaining and creating files for record keeping system, labels, files.

* Updating and reconcile Bank Statement.

**SKILLS/ATTRIBUTES**:

Interpersonal : Excellent interpersonal skills in accounting system.

Communication : Excellent written and spoken English

Personality/ Values : Enthusiastic, self starter, hard worker, efficient, trustworthy.

**TRAINING:**

1. Bank Misr –

**(July 01, 2005-August 30, 2005)**

1. Chartered Accountants Center

**Peachtree Accounting Software**.

1. Scientific Computing Center Mansoura University.

**ICDL Certificate**

**PERSONAL DETAILS:**

Date of Birth : 29th of January 1986

Nationality : Egyptian

Status : Married

Languages Spoken : English and Arabic (mother language)

Status : Resident (Transferable Visa)

Driving License : UAE Driving License & Egypt driving License.

I hereby certify that the above information is true and correct base to my knowledge and belief.

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