

**PERSONAL DATA**

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| Nazih  [Nazih.26811@2freemail.com](mailto:Nazih.26811@2freemail.com) |  |  |
| **Nationality** | : | Egyptian |
| **Date of birth** | : | 07/01/1979 |
| **Place of birth** | : | Egypt |
| **Marital status** | : | Married an have 1 child |
| **Military service** | : | Delayed |
| **Visa status** | : | RESIDENCE |

**EDUCATION:**

-Bachelor of commerce – Accounting Department

. 2002 ,from **Alexandria university**

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**COMPUTER SKILLS :**

* Operating system (MS DOS & MS Windiws –ME –XP ) Accounting programs ( JD Edward) (mashaly ) ,(Quick Books)MS Excel 97-2003) ,Word PROCESSING (ms Word 97 -2003-XP ) Internet

**LANGUAGES :**

Arabic :Mother Tongue

English :Good

**EXPERIENCE :**

* **Accountant in Company for religious tourism and travel** From 1/11/2002 to 30/05/2004 Where my job is to prepare the company's accounts as complete as revenue and expenses and the preparation of the salaries of employees,
* depreciation of fixed assets and preparing the final accounts, such as BALANCE SHEETPROFIT & LOSS.
* **Accountant in Professor Sabri Kahky Office for review and** audit from 1/6/2004 to 19/11/2004 Where was my job for auditing the accounts of some companies
* **ccountant in International Group for Modern Coatings** (MIDO)from 20/11/2004 to 10/01/2008 A company working in the the manufacture of paints, Where my job is accounts receivable and banks and the preparation of payroll staff and preparing the final accounts, such as the list of Balance Sheet and the list of profit and loss statement, cash flow.
* **Accountant in European Company for Metal Industries**,FROM 3-2008 to 10/2009.(UAE) A company working in the the manufacture of aluminum doors and windows and cover the buildings boarded aluminum and glass, , Where my job is the preparing of accounts receivable accounts payable and preparing of payroll staff to prepare the holiday pay and indemnity for staff and all the accounts of the banks and preparing the final accounts, such as the list of Balance Sheet and the list of profit and loss and cash flow statement
* **Accountant in Square aluminium and glass** from 10/2009 up to now . (UAE) , A company working in the the manufacture of aluminum doors and windows and cover the buildings boarded aluminum and glass,Where my job is Preparing of accounts receivable accounts payable and Preparing of payroll staff to prepare the holiday pay and indemnity for staff and all the accounts of the banks and preparing the final accounts, such as the list of Balance Sheet and the list of profit and loss and cash flow statement
* **Accountant in Stallion Company for Metal Industries** from 10/2009 up to now (Part Time) (UAE), Where the company operates in the manufacture and installation of steel the walls, manufacture and installation of steel gates and windows, Where my job is Preparing of accounts receivable accounts payable and Preparing of payroll

staff to prepare the annual leave and indemnity for staff and all the accounts of the banks and preparing the

final accounts, such as the list of Balance Sheet and the list of profit and loss and cash flow statement

**RESPONSIBILITIES:**

* Preparing the journal entries & keeping the general journal & American book .
* Sales & purchases analysis & tracking .
* Keeping payable accounts ledgers .
* Keeping receivable accounts ledgers .
* I was deeply involved in preparing the balance
* Sheet for the years 2007-2008-2009-2010
* General Accounts & costs accunts in industrial companies.
* Experience in inventory control by (JD Edward ) ,( Mahaly
* Driving license in UAE.