**Muhammad**

**Muhammad.331227@2freemail.com**

#### **Profile:**

\* Date of Birth: 19th of April 1984

\* Marital Status: Single

\* Nationality: Egyptian

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#### **Education:**

**Bachelor Degree** **in Commerce, Faculty of Commerce, Ain Shams University**

* **Year:** May 2005
* **GPA:** Good

#### **Work Experience:**

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| **Aronani Hotel, Hail in Saudi Arabia - ALHuraish Business Group KSA (Trade – Tourism – Industrial) – From June 2015 to October 2016** |
| **Job Title** | **Senior Accountant**  |
| **Responsibilities** | * **Responsible** of controlling cycle of Revenues and Expenditure for the Hotel
* **Managing** and applying the documented cycle of Hotel inventory for Food and beverage, Lenin, Housekeeping, Cutleries Ware
* **Revising** Payroll for Hotel stuff salaries
* Preparing the Daily, Monthly reports and submit it to Board of Directors in Head Office in Riyadh
* **Preparing** and submitting the Financial Statements at the end of the year to the management
* **Supervising** process of purchasing and procurements
* **Monitoring** process of Night auditing for reservations to outstand on figure of Revenue in daily basis and sometimes I carry out managerial needs to handle guest complains, share in organizing Social and Business Events in the Hotel (birthdays, Business meetings, sessions and courses for governmental establishments)
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| **Vodafone Egypt (From July 2012 to May 2015) – Telecommunications** |
| **Job Title** | **Billing Advisor – Finance/Billing Section** |
| **Job Description** | * Responsible for Revising Business Customer Accounts through Bills.
* Advisor for Rate plans and Charging Systems includes Voice and Data Calculus for both postpaid and prepaid charges.
* Member in Testing Team for all Vodafone products (such as rate plans, offers, promotions.... etc.) related to Billing charges

Job rule Included limited technical support experience for data lines and internet connection issues over both USB modems & Data SIMs & ADSL  |

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| **Ghibli Raceway – Barcah Group in Sharm El-Sheikh** **(From June 2011 to July 2012) – Entertaining/Car Racing** |
| **Job Title** | **Senior Accountant** |
| **Responsibilities** | - Created accounting system for the company and set supported documentary cycle for it.- Responsible for preparing the following reports:* Daily reports of Revenues & Expenditure
* Bank accounts reconciliations
* Payroll preparation
* Stocktaking & Fixed Assets Reports
* Tax Reports
* Financial Statements Preparation
* Tax Inspections and related events such as tax check…. etc.

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| **Mark Warner Egypt in Hurghada part of Mark Warner UK** **(From April 2009 to April 2011) – Entertaining/Windsurfing, Kitesurfing, Sailing and Tennis**  |
| **Job Title** | **Senior Accountant** |
| **Responsibilities** | Responsible for preparing the following reports:* Daily reports of Revenues & Expenditure
* Bank Accounts reconciliations
* Payroll
* Stocktaking & Fixed Assets Reports
* Tax Reports
* Financial statements preparation
* Tax Inspections

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| **United Financial Group (UFG) for Accounting & Auditing** **(From Oct. 2007 to April 2009)** |
| **Job Title** | **Auditor** |
| **Responsibilities**  | Responsible for:* Balance Sheets Preparation
* Monitoring & Evaluating Companies Accounts
* Sales & With Holding Tax Reports Preparation
* Common & Sales Tax Inspections
* Foundation of Companies
* Contracts Modifying

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| **Hisham Khaled Office for Accounting (From April 2007 to Oct. 2007)** |
| **Job Title** | **Auditor** |
| **Responsibilities**  | Responsible for:* Companies’ Accounts Preparing
* Balance Sheets
* Monitor & Evaluate Companies’ Accounts
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| **Hussein Mustafa Office for Accounting (From Jan. 2006 to April 2007)** |
| **Job Title** | **Accountant** |
| **Responsibilities**  | Responsible for the Financial work of a group of Pharmacies by carrying out the following tasks:* Organize the accounts of clients
* Organize the process of Paying Checks and Payable Accounts
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#### **Certificates:**

#### Approved and Registered in Egyptian Registry for Accountants and Auditors

#### **Training Courses:**

* Obtained CMA Course from Brooklyn Academy in Egypt
* Professional Diploma for Accounting
	+ Internet
	+ Excel 2010
	+ Access 2010
	+ Accounting Macros
	+ Small Business Accounting 2006
	+ Accounting with Computer
	+ Banking with Computer
	+ Presentation Skills
* Human development Courses:
* Leadership
* Time Management
* Planning
* Mind Mapping
* Self-Learning
* Principles of Leadership Conference

A worldwide conference live from USA where three speakers Dr. Stephen Covey, Dr. Rudolph Giuliani, Dr. Jack Welch through three crucial factors Vision, Passion and Team Work, conducted the principles of leadership

* Leadership Conference

A worldwide conference live from USA where seven speakers through three crucial factors Vision, Passion and Team Work conducted the principles of leadership

#### **Computer skills:**

* Windows **10**

**Software:**

* Microsoft Office
* ERP System
* Internet User

#### **Languages:**

#### Arabic: Mother Tongue

* English: Fluent (Reading, writing and speaking)

#### **Interests and Hobbies:**

Physics, Maths, Poetry, literature, Reading, and Writing

#### **References:**

Available Upon Request