Dina

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**Profile**

**Key skills and knowledge include:**

Accountant with about six year experience in accounting offices and industries.

Also, I have progressive experience with accounts payable, receivable, variance analysis, invoicing, and month end reporting, and preparing journal entries.

I have an extensive experience in preparing financial statement, personal and corporate tax, T5, GST, notice to reader, review engagement, audit assertions, and a bank reconciliation.

* **Information Technology**: Caseware, Caseview, Taxprep, Profile, JD Edwards Oracle Microsoft Office (Excel, Word, PowerPoint), Sage 50, Eclipse, QuickBooks, Lone Wolf, Google Docs, and Dropbox.
* **Financial reporting**: Significant experience with month-end, year-end reporting, cost profit variance analysis, and preparation of management reporting package.
* **Accounting and Tax Knowledge**: Excellent Knowledge of ASPE and IFRS and its application to financial statement. Knowledge of Canadian tax act and rules.
* **Management Skills**: Outstanding organizational and time management skills with minimal and no supervision, and analyzing accounting records.
* **Time Management**: Ability to work well under pressure to meet the deadline.
* **Soft Skills**: accuracy, multi-tasking, organized , and fast learner
* **Ethics:** Strong Work Ethic, Integrity, Confidentiality, and high level of professional skepticism
* **Teamwork**: Positive Attitude dedicated, and able to work with team and individually.
* **Leadership**: ability to motivate others and Business development skills
* **Communication**: Developed communication, interpersonal skills and excellent customer service.
* **Problem Solving**: Planning, organizing, and attention to details with analytical thinking.

**Education and Professional Development**

**Candidate enrolled in the CPA Professional Education Program (PEP)** 2016

Chartered Professional Accountants Western School of Business

* Preparing for the last CPA exam(CFE) and expected to become a fully designated CPA as meeting all the requirements by the end of 2017.
* Specialist in Audit and financial reporting.
* Completed Tax , Audit, Finance, Management, Financial Reporting and other subject

From first attempt with high scores ranging from A+ to B

**Communication & Relationship Skills course**, Edmonton, AB 2011

**Accelerated Accounting Bridging program**  NAIT, Edmonton, AB 2011

**Communication Skills Course,** Edmonton Mennonite Centre 2010

**Bachelor of Commerce, Accounting**. Cairo University, Egypt 2003

Degree status verified and approved by International Qualifications Assessment Service (IQAS)

**Professional Experience**

**Junior Accountant** Jul. 2015 – Present

Valard Construction LP, Leduc, AB

* Oversee issuing of checks / payment of invoices, and accounts receivable.
* Liaise with management and advise them on cost management, cost control measures and the cost effectiveness of their program areas.
* Maintain year-end working papers and spreadsheets, and an up-to-date, systematic filing system to support bookkeeping and financial records.
* Prepare A/R Invoices and ensure the job is completed and signed before posting
* Post the A/R and the holdback based on purchase orders and acceptance Letters, for revenue recognition purposes.
* Set up a soft and hard copies for all accounting documentation as a back-up for audit purpose
* Post cash receipts to be ready for reconciliation.
* Post accounts payables after ensuring it is signed based on the signature limit.
* Complete adjustment transactions as required.
* Prepare the AP trial balance aging analysis and invoice to be sent to the payment department for segregation of duties purpose and internal control.
* Prepare AR trial balance aging analysis to track the invoices which due and not received print the customer statement for more supportive document to be sent to the client.
* Track the profit and loss through the job cost details report and the general ledger details report for each job and making recommendation in how to improve profitability.
* Monitor information related to the quarterly variance analysis for the budget and the actual numbers.
* Train a new accounting assistant in the other division in the accounting duties assigned to her and train her in how to use Eclipse accounting system.

**Junior Accountant (Public Practice)** Oct. 2014 – Apr. 2015

Dennis Bancarz Accounting & Tax services, Edmonton, AB

* Prepared a review engagement for the client with tracking the materiality based on the users
* Prepare notice to reader files for the clients for corporate tax purpose.
* Set up new companies and prepared personal and corporate tax in Profile tax system for small to medium private companies.
* Produced T5 regularly based on the client requirement and for tax planning if dividends issued
* Filed GST if the client registered based on the gross income.
* Trained the new bookkeeper in how to record and reconcile the bank statement transaction
* Adjusted foreign currency exchanges for the client.

**Accounting Technician- (Public Practice)** Mar. 2013 – Oct. 2014

Baumgartner & Company. Edmonton, AB

* Prepared a compilation engagement and prepared the files for corporate taxes about + 45 NTR.
* Recorded and completed personal taxes, GST and Payroll for two years in row.
* Produced financial statement for notice to reader and reconciled balance sheet accounts.
* Prepared the audit assertions for a non-profit organization for three quarters.
* Tracked the investment accounts for some clients as a part of notice to reader engagement.

**Bookkeeper (Contract)-** Nov 2012 - Jan 2013

ABI Photography and Mano Development Group

* Handled accounts payable and receivable and checked the accuracy of figures, and calculations.
* Computed, classified, and recorded numerical data to keep financial records complete using Simply Accounting.

**Bookkeeper (Contract)** - Dec. 2012 – Jan. 2013

Remax Rivercity office Real Estate

* Recorded and posted transactions in journals and the general ledger.
* Maintains bank account records; reconciles bank accounts and balances.
* Examined and analyzed the accounting records.

**Accounting Technician- (Training Placement)**  Aug. 2011 – Feb. 2012

3M Accounting and Tax Services Corp. Edmonton, Alberta

* Set up bookkeeping systems for small businesses.
* Prepared working paper schedules and accounts reconciliation.

**Accountant -** June 2006 – Apr. 2009

Al Zahraa Private School, Elminia, Egypt

* Handled the complete accounting cycle and annual audit process.
* Established basic financial statements and assisted in preparing the year-end statement.
* Produced parents’ invoices and prepared Journal Entries.
* Responded to the parents inquires and resolve any related problems.

**Accountant/ Accounts payables and receivables -** Apr. 2004 – Mar. 2005

Omega Air, Cairo, Egypt

* Prepared journal entries, posted to general ledger, and made adjusting entries
* Handled and reconciled accounts payable and receivable
* Gathered and sorted documents and related information.
* Prepared financial reports by collecting, analyzing, and summarizing account information and trends.
* Verified accounts by reconciling statements and transactions.
* Resolved account discrepancies by investigating documentation
* Secured financial information by completing database backups.
* Maintained financial historical records by filing accounting document

**VOLUNTEER EXPERIENCE:**

**Board Member and treasurer**

**Non for Profit Charity- Monastery** September 2016- Present

* Establish mission, purpose, and policies with member of the BOD to ensure effective

planning

* Monitor and strengthen programs and services and build a competent board.
* Ensure adequate financial recourses and enhance the organization public standing
* Advise the board on financial strategy, and advice on fundraising.

**Tax Preparer** March 2014- April 2014

Bredin Center for Learning, Edmonton, AB

* Helping in tax season through CVITP
* Dealing with people from different backgrounds

**Accounting Clerk** October 2011- Jan 2012

Toastmaster, Edmonton, AB

* Prepared the invoices for the participants
* Distributed the invoices and reviewed the transactions.

**Accounting Assistant** September 2011- August 2012

St. Mary Church, Edmonton, AB

* Compiled and sorted documents, such as invoices and cheques.
* Verified and posted details of business transactions
* Helping in distributing the Tax receipts
* Helping newcomers