*Curriculum Vitae*

*Name*: *Mohammad*

C/o-Phone : +971504973598

Email : [mohamad.342963@2freemail.com](mailto:mohamad.342963@2freemail.com)

|  |
| --- |
| *Education and Qualifications* |

\*CPA Candidate.

\* Bachelor's degree of commerce (2002-2006), TantaUniversity, Egypt.

General grade:Pass.

#### *Work experience*

I’ve worked through my career life in many industries:

* Sales and inventory
* Construction
* Consulting
* Manufacturing
* Auditing firms

Current position: *Chief Accountant at ZiyarahGroup* since 1/2016. (Saudi Arabia).

Responsibilities:

\*Lonely responsible for planning, setting up and administering the accounting system for each company in the group and preparing the financial statements.

The companies of the group are:

1-Construction company.

2-Engineering consultancy company.

3-Retail sales company.

Previous positions

1-*General auditor at El-Dawlia for dessert trade (El Saiedy)* (3/2012-1/2016)

Responsibilities:

\*Auditing bank statements monthly.

\*Responsible for under construction projects.

\*Assisting in balance sheet preparation process half yearly.

\*Half yearly income statement for calculating employee's profits.

\*Evaluating reports about accountants.

\*Daily check on branches safes.

\*Auditing suppliers and purchases accounts for the company monthly.

\*Sales report monthly.

\*Detailed expenses report for all branches monthly.

\*Auditing and reporting fixed assets every six months.

2-*Assistant general auditor at Soradyx company for trading*. (5/2009-1/2012)

Responsibilities: responsible for the hole accounting process for the sweets factory with nearly the same tasks.

3-*Accountantat Savola Company for Foodstuff*. (7/2008-2/2009)

4-*Accountant at Harf information Technology Company* in Cairo. (5/2008-7/2008).

5-*Training at Mustafa Youssef accounting office* in Alexandria. (1/2007-3/2008).

#### *Computer Courses and Skills*

\*Oracle Financial.

\*SQL Server Databases.

\*Quick books and Peach tree from (EAAC Group for Training).

\*AL-Ameen for accounting

\*Smacc for accounting

\*Word, Excel and power point from (American university in Cairo).

\*Access (self-learning)

\*Software Maintenance, network and net skills.

#### *Language*

\* Arabic: Native language.

\* English: Fluent: (reading, speaking and writing)

Studied advanced stage in (Egyptian American center in Alexandria).

|  |
| --- |
| *Personal Details* |

Date of Birth : 28 / 01 / 1986

Nationality : Egyptian.

Marital status : single.

Military status : final exemption.

#### *Other skills*

\* Self-motivated and ability to learn.

\* Strong personality.

\* Ability to work under stress and in tough situations.

\* Have excellent communication skills.

\*Driving license.