**Youssef**

### ■ Date ofBirth:24 / 04 / 1992■Religion: Muslim

#### ■ Gender: Male■Nationality: Egyptian

■ Place ofBirth: Alexandria ■Place of Residence: U.A.E **( Dubai )**

■ E-Mail Address:[**youssef.344828@2freemail.com**](mailto:youssef.344828@2freemail.com)

■C/o-Mobile:**+971504973598**

### ■ Military Status:Completed ■ Visa Statue : Visit.

### ■ Marital Status: Single

## CAREER OBJECTIVE

###### ■Looking forward to hold a position within a reputable organization where a mixture of academic study and

###### professional background in **accounting& finance** field to be implemented positively.

## WORK EXPERIENCE ( 3 Years & 1 Months )

1. **Employer:Saif Group Of Companies** - Mediterranean Textile Company S.A.E. (Medtex)

**http://www.saifgroup.com**

**Position:** Financial Accountant

**Employment Period**: December 01st, 2014till January 2017**( 2 Years & 2 Months )**

**Assigned Tasks:-**

■ Prepare journal entries those are necessary for recording daily transactions, in addition to maintaingeneral ledgers & sub-ledgers balances and relevant analysis that keep them reconciled.

■ Prepare bank payment entries that are essential for settling due obligations after checking sub-ledgerspertaining to vendors, purchase orders, invoices, store receipt notes, inspection reports, gate inward passes and all associated approvals in alignment with internal control policies implemented.

■ Check prepaid expenses and follow up the amortization of cost monthly.

■Prepare bank receipt entries which are requisite for booking operating revenues, non-operating revenues & incidental gains being resulted from various transactions.

■ Prepare needed adjusting entries which are required to make closing on monthly/yearlybasis for preparing financial statements of the firm timely.

■Maintaining Cash Activities (Payments, Receipts, Position,Reconciliations of imprests,)

■Maintaining Fixed Assets register & capital work in progress (ledgers).

■ Handle all bank credit & debit advices that result in different banking transactions done by the company and make all needed accounting treatments to book them.

■ Maintain creditors &vendors sub-ledgers to reflectaccurate outstanding balances timely.

■ Prepare checks, certified checks, drafts, foreign drafts, in addition to internal & external transfers in order to make payments for internal and external creditors & suppliers.

■ Assist external auditors at year-end including preparing of schedulesand explainingsupporting materials and procedures

■ Prepare different financial reports which are effective in making decisions.

■Professional Outlook user (Send, receive, handle, sort&follow up daily work correspondences).

■ Update receivables and expected collections from Trade debtors.

■ Ensure that all payments and collections are going in the right path.

■Assist in preparing monthly bank reconciliations for multi-currency bank accounts.

■ Assist in maintaining and preparing periodic tax declarations (ex. form no. 4 & form no. 41).

■ Deal with export expenses ( Freight – Insurance – Custom Clearance - …. ) and export incentive subsidies.

■ **All mentioned tasks are performed in English via well-established ERP systems**

**(A)** Microsoft Dynamics AX 2012 **(B)** Oracle application (TEXPRO)

1. **Employer: Future Pharma Trading Company**

**Position:**AssistantAccountant

**Employment Period**: January01st, 2014till December 01st, 2014.**( 11 months )**

**Assigned Tasks:-**

■ Record daily transactions, through journal entries only when cash is paid or received

■ Responsible for petty cash reconciliations, petty cash reimbursements report and handle staff advances.

■Ensure that all payments and collections are going in the right path.

■ Update receivables and expected collections from Trade debtors.

■ revise the invoices and match the balance with costumers.

■Prepare needed adjusting entries which are required to make closing on monthly/yearlybasis for preparing financial statements of the firm timely.

**EDUCATIONAL LEVEL**

■Qualification: Bachelor of Commerce (**English Section**)

■ Major: Accounting and Auditing

■ University: Alexandria University

■Grade**: Good**

■ Graduation Date: **May 2013**

■ Duration: September 2009 till May 2013

**PROFESSIONAL-DEVELOPMENT**

|  |  |  |
| --- | --- | --- |
| Course Title | Location | Year |
| Study Part 1 of CMA (Candidate) | Institute Of Professional Accountants | In progress |

###### **LANGUAGE SKILLS**

###### ■ Arabic: Native.

###### ■ English: Fluent

###### **COMPUTER SKILLS**

###### ■ Proficiency in utilizing financial **ERPsystems** oriented and Peach-tree

###### ■ Excellent experience and proficiency in MS Office“Excel, Word, PowerPoint,Outlook&Access“.

###### ■ Excellent experience in general softwares.

###### ■ Excellent proficiency concerning internet skills.

###### **INTERPERSONAL SKILLS**

###### ■Attentive to details, Straightforward, Reliable, Hard-worker,Precise, Ready to perform within workgroup, Abilityto work under tight conditions.

###### **References are available upon request**