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| **Curriculum vitae** |

**Essam**

**E-mail :** [**essam.353660@2freemail.com**](mailto:Essam.elshazli@ymail.com)

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| **Date of birth** | **:** | **10, July. 1984** |
| **Marital Status** | **:** | **married** |
| **Nationality** | **:** | **Egyptian** |
| **Religion** | **:** | **Muslim** |
| **Military situation** | **:** | **finished** |

***Personal Data:-***

***Education:-***

* **B.Sc. in commerce- accounting department**
* **Faculty : Faculty of commerce**
* **University : Tanta**
* **Graduation : May - 2007**

***Language:-***

* **Arabic: Native (mother language).**
* **English: Very Good. ( Reading-Talking-Typing)**

***Computer skills:-***

* **Operating Systems: windows ( Xp professional, vista and seven )**
* **MS Office: 2007 & 2010 (Word, excel, access, power point, Peachtree quantum 2010,quickbooks accountant edition 2012, Oracle & Accpac ERP system )**

***Courses:-***

-Studied courses modern financial accounting in Arab academy for science and technology with documented certificates from the academy):-

1. **Modern accounting one :-**

(Principles of accounting, financial statements, business transactions and accounting concepts)

1. **Modern accounting two:-**

(cash flow statement direct and indirect method , preparing of general journal ,sales journal, purchase journal ,cash payment journal, cash receipts journal ,subsidiary ledgers and trial balance , bank reconciliation statement )

1. **Modern accounting three:-**

(preparing of balance sheet according to \* IFRS \*, profit and loss statement, retained earnings statement, changes in stock holder`s equity, cash flow forecasting, director`s report, accounting system errors, financial analysis and investment in securities)

1. **I*.*F.R.S :-**

(International financial reporting standards)

1. **Studying course :-** construction accounting
2. **Studying course :-** Peachtree premium accounting quantum 2010
3. **Studying course :-** QuickBooks Enterprise Solutions - Accountant Edition

***Experience:-***

**\*- (October) 2007: (January) 2009:-**

(Ibn-sina pharm as an accountant for Damanhur branch)

**\*- (February) 2009: (November) 2009:-**

(Accountant in Aleo Mohsen factory for alumital)

**\*- (December) 2009 :( January) 2011:**

(Financial accountant in AL janobe Construction Company in Saudi Arabia)

**\*- (February / 18) 2011 :( April) 2013:-**

(Accountant in A.A.T.C for construction & real estate – Doha, Qatar - using QuickBooks enterprise solution version /2012 accountant edition)

**\*-(July / 18)2013 :( December) 2016:-**

(Senior Accountant at Al-Bayan Holding Group/ Nahdat al Emmar co for construction -Riyadh, Saudi Arabia - using ERP system)

***Capability:-***

1. fluent in English talking and writing
2. preparing chart of accounts
3. Entering data and prepare journal entries according to IFRS
4. Closing the monthly transaction and preparing monthly reports
5. preparing financial statements (bank reconciliation statement ,cash flow statement, income statement and balance sheet )
6. Financial analysis and preparing monthly financial reports
7. Follow up Letters of Guarantee and letter of credit
8. Follow up accounts receivable & accounts payable and prepare their monthly financial reports.
9. Monitoring data and prepare monthly financial reports
10. 7 years’ experience in using accounting program ( QuickBooks enterprise solution , Accpac ERP system )
11. handling & monitoring daily inventory transactions according to the perpetual inventory system
12. checking and recording fixed assets according to IAS
13. Monitoring subcontractor’s accounts
14. closing and reporting the annual accounts after checking the trial balance as per preparing the financial statements

***Tips:-***

Self-motivated Capable of working in a competitive environment & Able to adapt with different circumstances & under pressure. Motive, Active, Dynamic and Presentable.

I am able to work wherever the work will needs me.