@ **Seif**

**Seif.362146@2freemail.com**

|  |
| --- |
| **PERSONAL INFORMATION** |

**UAE Address:** Elite Sports Residence 1, Dubai Sports City, Dubai, UAE

**Date of Birth:** January 2, 1988

**Civil Status:** Single, with no dependents

**Visa Status in the UAE:** Residence Visa

**Profile Summary**

**Accounting | Finance | Sales | Team Management**

|  |
| --- |
| **QUALIFICATIONS SUMMARY** |

Highly dependable, with an extensive experience in the field Finance & Accounting & Sales. Proficient in written and spoken Arabic and English.

Has been in the UAE working in the construction industry for the past year. Adaptable to changing environment and flexible about working on shifting schedules and working overtime. Able to multi-task and very organized. Willing to be trained and to travel.

|  |
| --- |
| **EDUCATIONAL BACKGROUND** |

**College**: Faculty of Commerce English Department accountant Section From May 2005 To May 2009.

**High School:** TBZ IN Alexandria (2002–2005)

|  |
| --- |
| **EXPERIENCE HIGHLIGHTS** |

* ***General Accountant***

**El Seif Engineering Contracting\_\_\_\_, DIP, Dubai, United Arab Emirates**

August 2015 – present

* Prepares, examines, and analyzes accounting records and financial statements to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Analyzes accounts and reconciles supporting schedules.
* Develops and documents record-keeping and accounting systems.
* Uses Build Smart software.
* Determines the proper handling of financial transactions.
* Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports.
* Prepares reports as requested by management.
* ***Accountant***

**Mansour Group (PHILIP MORRIS).**

**-** Expenses Accountant**.**

**-**Monthly Reports To Manager.

January 2013 – July 2015

* ***Accountant***

**Account office (AL Sayed Office)**

January 2013– July 2015 Evening Shift

 - Accountant Office.

-Help for make Balance Sheet and income statement.

* ***Accountant***

**Borg Pharmaceuticals Industry**

January 2010– December 2013

-Make Cost Reports.

- Store Inventory.

- Open Letter of Credit for import Material.

-Bank Reconciliation.

-Make Cost Reports.

-Cost Report in Excel.

-Monthly Inventory For more than 5 stores.

-Help Chief Accountant for Financial statement .

* ***Responsible for Digital Department?***

**Zein Company Copy And Print**

Jun 2009 – December 2009

-Responsible for cash & Sales Zein Alexandria Press

* ***Trainee***

**Barclays Bank**

January 2007

* ***Sales Trainee***

**Lagoon Bank**

January 2006 – July 2006

|  |
| --- |
| **COMPUTER SKILLS** |

Internet-savvy

ICDL Certificate – Excel

SAP

Fleet Oracle System

Double Click Finance System

Echo Finance System

Build Smart Account