|  |  |
| --- | --- |
| **Summary** | |
| **Profile** | **Male, 23, Single** |
| **Nationality** | **Egyptian** |
| **Location** | **Dubai, UAE** |
|  |  |
| **Last Position** | **Financial Accountant** |
| **Company** | **Egypt Foods Group** |
| **Reporting to** | **Accounting Manager** |

|  |
| --- |
| **Objective** |
| BS Accounting graduate with good academic standing seeking a General Accounting position where I can use my knowledge and experience to ensure the delivery of all financial and accounting activities related to Accounts Payable, Accounts Receivable and General Accounting. And to gain experience from such a professional work environment to boost my career startup. |

|  |
| --- |
| **Education** |
| **Sep. 2011 – Jun. 2015** |
| **Zagazig University, Ash Sharqiyya, Egypt** |
| **Bachelor of Accounting, English Language Section** |
|  |
| **Apr. 2017 – Oct. 2018 (Expected)** |
| **Institute of Management Accounting (IMA), USA** |
| **Certified Management Accountant (CMA) (Expected)** |

|  |
| --- |
| **Personal Features and Skills** |
| * Very fast, accurate and efficient in using all Microsoft applications specially MS Excel. * Oral and written organizational and communication skills. * Critical thinking and logical reasoning while comparing alternative solutions. * Using mathematics to solve problems by choosing the right methods and formulas. * Elasticity in duty time according to work conditions. * Ability to work under stress and adapt well to changes. * Humane to learn more. * Enthusiastic, ambitious and confident. |
| **General Accounting Experience Activities** |
| * **Processing** routine accounting data according to Accounting Principles. * **Preparing** of financial statements. * Distributing, reviewing, calculating and processing **payroll** time sheets. * **Preparing** financial reports, inventory reports or other specialized reports. * **Maintaining** customer confidence and protecting operations by keeping financial information confidential. * **Maintaining** professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies. * **Securing** financial information by completing database backups. |

|  |
| --- |
| **General and Specialized Knowledge** |
| * Knowledge of **Mathematics;** arithmetic, algebra, statistics, and their applications. * Knowledge of **English Language;** the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. * Knowledge of **Customer and Personal Services;** principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. * Knowledge of **Computers and Electronics;** circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming. * Knowledge of **Administrative and Clerical;** procedures and systems such as word processing, managing files and records designing forms, and other office procedures and terminology. * Knowledge of **Personnel and Human Resources;** principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems. |

|  |  |
| --- | --- |
| **Languages** | |
| * Arabic | Native |
| * English | Fluent |
| * French | Basic |

|  |
| --- |
| **Work Experience** |
| **Jan. 2016 – Mar. 2017** |
| **Egypt Foods Group, Ash Sharqiya, Egypt** |
| **Financial Accountant, Reporting to General Manager** |
|  |
| **Company Activity**   * The market leader of snacks manufacturing and trading in Egypt; always elevating the marketing standards and innovating unique consumer experience. |
|  |
| **Main Duties and Responsibilities**   * Maintaining the General Ledger of all the accounts. * Entry of sales invoices and cash receipts and their relevant documents and journal entries. * Tracking stock in the warehouse and the sales representatives’ trucks. * Tracking and controlling the expenses. * Reporting the daily sales and other sales analysis reports to the sales supervisor and communicating the strengths and weaknesses. * Following the overdue sales invoices with the customers and the sales team. * Adjusting accounting mistakes to ensure effective reporting of company financial data. * Preparing the adjusting entries monthly. * Closing out monthly and reporting financial statements. |
|  |
| **Main Achievements**   * Decreasing the bad debts through following the customers’ overdue balances and pushing the sales representatives to collect them. * Accuracy of daily and monthly reports and commitment to submitting them according to the deadlines. * Making and applying an effective system for tracking inventory items which has limited the discrepancies between the book and actual quantities of stock items. |
|  |
| **Reason for Leaving**   * Seeking a new challenge in a bigger company to get more experience by having more responsibilities and duties. * Moving from Egypt to UAE where there is a more competitive employment market to have more experience as an accountant by getting involved with more professional people having different backgrounds and cultures. |

|  |
| --- |
| **Voluntary Work** |
| **Jul. 2013 – Oct. 2015** |
| **Resala Zagazig Charity Association, Ash Sharqiyya, Egypt** |
| **Convoys Administrator, Reporting to the General Manager** |
|  |
| **Association Activity**   * One of the largest charity organizations in the Middle East with more than 60 branch in Egypt; serving millions of Egyptians in about 30 volunteering activities. |
|  |
| **Main Duties and Responsibilities**   * Coordinating with umbrella associations to help us reach to poor families. * Conducting researches on the poor families’ financial status. * Determining and evaluating how the various activities of the association can help the poor families. * Managing convoys to fulfill the needs of those poor families according to each convoy’s budget. * Getting quotations for the various supplies needed for the convoys. * Processing the paper work of the various activities related to the convoys. * Financial settlement with the financial director. * Submitting the reports needed by the management according to the deadlines. |
|  |
| **Main Achievements**   * Building strong relations and contracting with suppliers with low prices and high qualities products. * Successful management of more than 10 convoys that helped over 3000 person * Spreading the volunteerism spirit between the team. |

|  |
| --- |
| **Jul. 2012 – Apr. 2017** |
| **Resala Zagazig Charity Association, Ash Sharqiyya, Egypt** |
| **Active Volunteer, Reporting to Volunteers Manager** |
|  |
| **Main Achievements**   * Working mainly as a coordinator of children department. * Organizing weekly events for poor, orphan, handicapped and special needs children. * Building a good teamwork through motivating the volunteers and creating a cooperative teamwork which has made our work much easier and fun. * Preparing youth volunteers to be the future leaders for the department. |