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 **Melad**

**Melad.369853@2freemail.com**

 **Chartered Accountant – Financial - Acc Manager**

***Personal Data:***
Date of Birth : 22/02/1978
Marital Status : Married
Gender : Male
Nationality : Egypt
Military service : Exempted

***Certificates:***

* Graduated from the Faculty of Commerce Ain Shams University 1999.
* Holds the membership of the Register of Accountants and Auditors of the Ministry of Finance in December 2004.

***Experience:***

* ***Financial Manager*** *in Microfilm Egypt for Import*

 *(From 5 / 2015 Jan 2017 )*

* **Accounting manager** in Amigo Group for Tourism and Contracting

 *(From Jan 2012 to 4/2015 ).*

* **Accounting manager** in Egyptian Company for Investment (EGYSWIS).

 *(From December 2009 to dec2011 ).*

* **Accounting manager** in Sutter Group Import and export. *(From May 2006 - November 2009).*
* **Chief accountant** in Elsalam& El Molak For Poultry.

 *(From September 2004 to May 2006).*

* **Accountant and Auditor**in Mr. Rizk Shendi accounting office.

 *(From October 1999 - December 2004).*

***Years of Experience : 17 years***

 ***Expected Salary :***

***Description of job skills:***

* Performing accounting, auditing, value added tax and general taxes for several companies over the years of experience
* VAT registration / VAT planning / Quarterly filing of VAT return and coordinate with Govt. Dept. / VAT Audit
* Control the execution of the monthly plan.
* Preparation of budgets.
* Receipt the budgets of all departments reviewed.
* Approved and make a general budget of the company.
* Review the monthly tax declaration.
* Full review sections, and units of accounts (suppliers - customers - banks - Treasury - Taxes - stores ).
* Issue the monthly balance and financial position.
* Making monthly review of the balances of banks and suppliers.
* Customers and outlets and stores.
* Review the policy of credit limit and opinion.
* Review inventory of stores and outlets.
* Preparations for the general tax and sales.
* Processing tax examination (general and sales and gain work).
* Supervising the work of opening, closing restrictions / adjustments / depreciation, Issuing year's budget with Explanatory attachments.

**Qualifications:**

## Languages:

* Arabic : Mother Tongue
* English : Knowledge to work

## Computer Skills

* Good Experience on Excel.word
* Word Processing and typing skills (Arabic & English).
* Good Experience on internet connectivity.
* Good experience on accounting programs and able to learn more.