

Mourtada

Resume



**Mourtada**

**Contact Information:**.

Email Address: [mourtada.370740@2freemail.com](mailto:mourtada.370740@2freemail.com)

**Personal Information:**

Birth Date: 31 May 1979

Nationality: Egyptian

Residence Country: United Arab Emirates

Marital Status: Married

**Experience:**

**Chief Accountant**

May 2016 - Present

at Egyptian Mark DMCC

**Location:** Dubai, United Arab Emirates  
**Company Industry:** Retail/Wholesale  
**Job Role:** Accounting and Auditing

1 - Drive the ﬁnancial and Accounting function of the company and analyze its performance.

2 - Develop internal control operations.  
3 - Prepare timely and detailed reports on ﬁnancial performance on a quarterly and annual basis.  
4 - Establish cash control system.  
5 – Set up the Accounting Department Procedures.  
6 - Compile and analyze ﬁnancial information to prepare the ﬁnancial Statements.  
7 - Prepare the Trial Balance, Balance Sheet, Income statement for external audits.

**Chief Accountant**

April 2015 - April 2016

at Mass Group Holding Ltd., Sulaymaniyah Gas Power Station

**Location:** Sulaymaniyah, Kurdistan Region, Iraq  
**Company Industry:** Energy  
**Job Role:** Accounting and Auditing

1 - Set targets for all accounting personnel, supervise and review their work.  
2 – Prepare the monthly budgets.  
3 - Formulate the ﬁnancial sections of oﬃcial contracts.  
4 - Calculate and Analyze Power Plant Revenue.  
5 - Develop and supervise implementation of Internal Controls.  
6 - Develop cash control system.  
7 - Develop Accounting Department Procedures.  
8 - Compile and analyze ﬁnancial information to prepare the ﬁnancial Statements.  
9 - Prepare for internal and external audits.  
10 - Provide timely, accurate and complete ﬁnancial and accounting information to diﬀerent levels of management.

**Senior Accountant**

December 2012 - March 2015

at Mass Group Holding Ltd., Iron and Steel Factory Project

**Location:** Sulaymaniyah, Kurdistan Region, Iraq  
**Company Industry:** Energy  
**Job Role:** Accounting and Auditing

A - Accounts Payable & constructions Accounts:  
1 - Create and develop audit models to audit Contractors Monthly Progress Reports quantitatively and ﬁnancially (Steel Structure,  
Civil, Architectural, and Mechanical, piping, Electrical, Infrastructure, Welding and Equipment erection) and make necessary  
corrections.  
2 - Monitor the actual execution, compare with planned, analyze variances, discover causes and suggest corrections.  
3 - Establish, Develop and Manage Accounts Payable & constructions projects Accounting System.  
4 - Maintain & review Contractors Accounts.  
B - Fixed Assets:  
1 - Establish, Develop and Manage Fixed Assets Procedures and Documentation System.

2 - Enter, Review & Maintain Fixed Assets in the Fixed Assets Register and ERP Module.  
3 - Prepare Fixed Assets Journals.  
4 - Prepare Depreciation Journals.  
5 - Plan and participate the Capitalization of constructions and erected equipment.  
C - Current Accounts & Sister Companies system:  
1 - Develop and Manage Current Accounts and Sister companies Accounting System.  
2 - Prepare and Record Incoming & Outgoing Notes (Debit & Credit).  
3 - Prepare Monthly Conﬁrmations & Reconciliations.  
D - General Ledger:  
1 - Ensure ﬁnancial records in General Ledger are maintained in compliance with accepted policies and procedures.  
2 - Review trial balance to discover any problems and take the necessary correction procedures.  
E - Reporting:  
1 - Provide timely, accurate and complete accounting information for management.

**Senior Accountant**

November 2008 - November 2012

at Telecom Egypt

**Location:** Beheira, Egypt  
**Company Industry:** Telecommunications  
**Job Role:** Accounting and Auditing

1 - Ensure accurate and timely end close.  
2 - Establish and monitor the implementation of accounting control procedures.  
3 - Financial audit and coordinate the audit process.  
4 - Ensure accurate and appropriate recording and analysis of ﬁnancial information.  
5 - Monitor customer accounts, liaise, negotiate with clients and facilitate collections.  
6 - Investigate and resolve customer disputes.  
7 – Supervise the accounting personnel.

**Accounts Receivables Accountant**

November 2002 - October 2008

at Telecom Egypt

**Location:** Beheira, Egypt  
**Company Industry:** Telecommunications  
**Job Role:** Accounting and Auditing

1 - Direct dealing with customers (individuals, companies, authorities).  
2 - Manage the Income and Clients accounts from opening till closing.  
3 - Enter the data and entries to the company software.  
4 - Keep documents in a highly organized form.  
5 - Audit the collecting process and pay a big attention for it.  
6 - Monitor the accounts to discover the aged accounts and deal with clients to arrange the payments.  
7 - Follow the company procedures against the clients who stopped paying according to company policy.  
8 - Develop the relations with clients (individuals and companies).  
9 - Develop the relations with authorities.

**Accountant**

May 2002 - September 2002

at Express for Tourism

**Location:** Alexandria, Egypt  
**Company Industry:** Hospitality/Tourism/Travel  
**Job Role:** Accounting and Auditing

1 - Manage the Clients Accounts from A to Z.  
2 - Keep documents in a highly organized form.  
3 - Enter the data and entries to the company software.  
4 - Review the advance payments and deposit it into the company current account.  
5 - Follow up client’s monthly payments and take procedures if they stopped.

**Accountant**

November 2001 - February 2002

at Elmasrya Elqubrocya

**Location:** Alexandria, Egypt  
**Company Industry:** Textiles  
**Job Role:** Accounting and Auditing

Handle the warehouse accounts.

**Accountant**

June 2000 - September 2001

at Darwish Textiles

**Location:** Alexandria, Egypt  
**Company Industry:** Textiles  
**Job Role:** Accounting and Auditing

1 - Accomplishment of the daily accounting process (General ledger, Accounts Receivable, Accounts Payable, etc....).  
2 - Assist the general manager in the administration process.  
3 - Responsibility of the purchasing activities.  
4 - Payroll preparing.  
5 - Generate information which help in the decision-making process  
6 - Develop and make some necessary changes in the procedures to ensure eﬃciency and more information.  
7 - Managing the external activities with clients and suppliers.

**Education:**

**Bachelor's degree, Accounting**

at Alexandria University, Faculty of Commerce.

**Location:** Alexandria, Egypt  
**Completion Date:** May 1999

**Specialties:**

1 – Internal Controls.

2 – Bank Reconciliation.

3 – Accounts Payable.

4 – Accounts Receivable.

5 – Fixed Assets.

6 – Warehouse Accounts.

7 – Payroll.

**Personal Skills:**

1 – Excellent Communication Skills (verbal and written).

2 – Excellent Customer Service Skills.

3 – Excellent Problem-Solving Skills.

4 – Very good Analytical Skills and Attentive to details.

5 – Very good Planning and Control.

6 – Positive, Flexible and Attentive to details.

**IT Skills:**

1 – Microsoft Dynamics ERP System.

2 – Microsoft Excel.

3 – Microsoft Word.

4 – Microsoft Access.

5 – Microsoft Power Point.

**Languages:**

1 – Arabic.

2 – English.

**Thank you so much for viewing my CV.**

**Mourtada**