**mohammed**

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**Objective**

* Attain professional level position, in the field of Accounting and Financial Management, with focus to be a team player for growth and productivity of team and organizational objectives.

**Summary of Qualifications**

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| **Faculty of English Commerce, accounting section , Tanta University** | **2011** |

* Bachelor's Degree, English commerce, accounting section.
* Five plus years of professional experience.
* Experience of multi industries’ Financial Accounting.
* Superior Customer Service with attention to detail.
* Above average communication and negotiation.
* Relevant education.

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| **Professional Courses** |  |

* International General English Course level 7 (Advanced).
* Quick book.
* Tally ERP9.
* Excel accounting structure.
* Peachtree (Accounting software).
* Pact ERP system.
* ICDL.

**Language Abilities**

* Arabic: Mother Tongue.
* English: very good (speaking – writing – reading).

**Extracurricular Activities**

* **Sales Accountant at GEPAS (shoe point) UAE May, 2012 up to April, 2014:**
* Accounting for the sales & collections, follow up for the timely collections from all the customers.
* Ensuring that the credit limit is not surpassed and overdue collections are collected immediately.
* Reconciliation of the receivables with the customer statements.
* Assisting sales management in the preparation, review and renewal of the sales contracts, space rent contract.
* Preparation of the sales report and detailed analysis of the sales on daily basis for management information and decision making.
* Comparison of the actual sales with the budgeted sales, detailed report on a daily basis for the sales management use- date wise, channel wise, product wise, salesman wise, etc.
* Preparation of the ageing report and daily sales & daily collection report.
* Ensuring that sales data are updated in the ERP on regular basis and accuracy of the data.
* Perform all other tasks assigned by the department head.
* **Purchases and payroll accountant 2014 GA CO. (part time job) UAE:**
* I was revising and entering to tally ERP system all purchases and office salaries after fully and carefully checking for all related documents.
* **General accountant at Al Mutamyez fire equipment’s (electro-mechanical contracting company) UAE from May, 2014 up to March, 2015:**
* Managing our suppliers accounts from A up to Z.

1. Selecting the proper suppliers on basis of comparative statement including some factors such as prices, stock availability, and credit facilities.
2. Maintaining excellent relationship with suppliers.
3. Keeping all necessary documents.
4. Receiving purchasing requests from sites engineers and preparing purchasing orders to the selected suppliers.
5. Following purchasing orders till materials delivered to the proper site.
6. Receiving invoices from suppliers and processing payments as per as credit period.

* Performing bank reconciliations.
* Preparing and analyzing account receivable reconciliations and following up on balances.
* Preparing and analyzing account payable reconciliations and following up on balances.
* Preparing payroll balance for the month.
* Managing Petty cash.
* Recording of accruals and prepayments.
* Maintaining all relevant documents.
* Preparing related reports to management.
* **Accounts Manager at ALTO in Pound & out pound Tourism Agency from April,2015 up to now:**
* Preparing and managing the organization accounts as per GAAP.
* Preparing the financial position and balance sheet plus all necessary financial reports.
* Managing all financial discrepancies related to debtors and creditors accounts.
* Preparing all financial adjustments related to revenues and expenses as per accrual basis.
* Managing the organization bank accounts and preparing bank and cash reconciliations.
* Preparing and executing day to day operations.
* Posting all accounting journals after making sure its satisfying all necessary requirements.
* Making sure that the financial policy is properly followed and reporting any violations to management.
* Preparing all required financial reports.
* Preparing all financial statements, trail balance, monthly financial position, and financial position at any time.
* Performing office administration tasks.

**Personal Information**

* name: Mohammed
* **Driving license: UAE license.**
* Date of birth: April 5, 1990.
* Nationality: Egyptian.
* Marital status: Married.
* UAE experience: 5 years.
* Joining Date: Negotiable.
* Residence: Sharjah-UAE.
* Favorite quotation: Be Yourself.