# **Mostafa**

**Chief accountant**

# **E-mail address :** [mostafa.374790@2freemail.com](mailto:mostafa.374790@2freemail.com)

**Date of birth :** **02 / 08 / 1980**

# **Nationality :** **Egyptian**

# **Residence country:** **U.A.E - SHARJAH**

# **Marital status :** **Married**

**ABOUT ME**

I have good experience in accounting and I am ready to work in any field that helps me to learn and develop myself and develop the company in which I work .

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# **Previous Experience ( 10 Years & More )**

**1- GOLDEN CREATIONS TRAVEL & TOURISM**

**Period :** from 25/06/2013 TO 30/07/2017

**2- UNITED COMPANY FOR MARINE LINES**

**Period :** from 12/01/2011 TO 30/05/2013

**3- MENATOURS ALEXANDRIA**

**Period :** from 01/10/2006 TO 01/01/2011

# **Responsibilities And Tasks**

## Job Description

* Checking of all Daily sales reports of all locations for completeness and accuracy in respect of applicable commission rates, taxes, fares.
* Generating monthly P&L accounts, trial balance and responsible for drawing balance sheet, reconciliation of bank accounts & control accounts & submitting to the Management. Responsible for Inter Branch &BSP Reconciliation (IATA)
* Bank / Debtors & Creditors reconciliation reporting.
* Liaison with corporate client for payment follow ups.
* As part of Expense Management, formulating annual & monthly budgets and conducting variance analysis for the management.
* Assisting top management in designing & implementing systems, policies & procedures to facilitate internal financial control and accomplish corporate goals.
* Preparing & managing MIS reports to provide feedback to top management on financial performance & to assist them in their decision making process.  
  Knowledge and Experience with BSP Accounting.
* Carrying out corrections for invoices which are issued on cash basis instead of invoicing as credit invoices to ensure accurate recording of debtors as per requirements of finance department.



**Education**

# **College:** Faculty of Commerce Alexandria University)

# **Major :** Accounting. **Graduation Year:** 2002

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# **Languages**

**English :** Advanced

**Arabic :** Native

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# **Computer Skills**

- Microsoft Word.

- Microsoft Excel.

- Microsoft PowerPoint.

- Microsoft Outlook

- Internet Applications

# **ACCOUNTING PROGRAMES**

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- Gats System (Traveling System)

- E Travel (Traveling System) Oracle Database

- Smaac System

- Meshaly System

# **PERSONAL SKILLS**

* Motivated and result driven.
* Excellent report writing skills.
* professional knowledge in financial planning and budgeting
* professional knowledge in strategic financial management
* ability to collaborate as part of a team
* Excellent communication, organizational,
* planning, time management and adept to instructions.
* Ability to work under-pressure and can extend to multi-tasking.
* Ability to self-manage and take responsibility for the quality and accuracy of work and to present professional work level.
* Preparation of payment vouchers and processing same by checking the supporting documents, bills and making and cash payments, coding the vouchers with cost center and account codes and entering in the system.
* Receipting of cash and debtors collections by reference to the cash book and debtors ledger to ensure the receivables are accurately reflected in the financial statements.
* Application of creditor’s settlements in the payables ledger by selecting the dues as per references given on the statements received from leisure suppliers, to reflect the payables in the financial statements.
* The supervising of daily banking of all locations in the Province to ensure proper internal control. Clearing of customer advances and carrying out receipting to ensure the debtors are accurately reflected
* Assisting in checking of refund calculations and preparation of credit notes to ensure BSP payable accuracy and customer satisfaction as per requirements when revenue accounting staff on vacation.
* Assisting in the processing of corporate invoicing by sorting and arranging the supporting documents as per the requirements of specific corporate

**Best regards**

**MOSTAFA**