**CV**

**ESLAM**

Abu Dhabi, U.A.E

 **Personal Data**

Date of Birth : 11-02-1978

Nationality : Egyptian

Marital Status : Married

Visa Status : Transferable

Email : eslam.381784@2freemail.com

**EDUCATION**  Bachelor of Commerce (Graduating May 2000)

 Accounting Department

Zagazig University, Egypt

**WORK EXPERIENCES**

* Worked asGeneral accountant in Gasco (Abu Dhabi Gas Industries LTD).

Duration : 05-04-2014 to Present

Responsibilities:

Compile and analyze finance company information to prepare financial

 Statements including monthly and annual accounts.

Ensure financial records are maintained in compliance with accepted policies and procedures.

Make certain all financial reporting deadlines are met.

Prepare financial management reports.

Develop and maintain financial database.

* Worked as Accountant at New Mix Ready Mix Industry L.L.C. - Abu Dhabi U.A.E One Of the big company the UAE using - PEACHTREE ACCOUNTING SOFTWARE - for Accounting and finance.

Duration : 05-02-2011 to 05-03-2014

Responsibilities:

Controlling daily accounts Transactions.

Compare with the Budget to reduce cost of projects to the minimum

Controlling monthly expenses to show Deviation between Actual expenses and

The budget

Controlling Letter of Credit with Bank and Supplier

Checking monthly Trial Balance and Reconciliation of Accounts

Repairing and issued the customers sales invoices

* Worked as Accountant with El-Shark El-Awsat Co. Pharmaceutical Company, area Cairo, Egypt.

Duration : 1-03-2005 to 1-1-2011

Responsibilities:

 Controlling daily accounts Transactions.

 Controlling monthly expenses to show Deviation between Actual expenses

and the Budget.

Controlling Letter of Credit with Bank and Supplier.

Checking monthly Trail Balance and Reconciliation of Accounts.

Repairing and issued the customers sales invoices.

Checking and reconciliation monthly bank statement

Checking monthly Trail Balance and Reconciliation of Accounts

Checking Stores and monthly stocks items

* Worked as Accountant with Nady El-Seisy Chartered Accountant Office, area Cairo, Egypt.

Duration : 25-06-2000 to 1-2-2005

Responsibilities:

 Prepared financial audits for the companies.

 Maintained the financial systems and budget of the companies.

 Consulted various chartered accountants to improvise the accounting

Process.

 Liaise with banks and financial institution.

 Management of the firm’s financial operation.

Monitoring the performance of company investment.

 Conducting feasibility analysis for investment and assessing the viability of

Project.

Finalization of the books accounts.

**PERSONAL TRAINING COURSES**

*I have Completed Accounting Course from CGAA (Consultative Group of accounting and auditing) -Egypt*

 Subject : Financial Analysis

 Costs Accounting

 Dividends on Partners

 English Accounting

 Human Resources

*Completed Diploma from CGAA (Consultative Group of accounting and auditing) -Egypt*

Subject of Diploma : Manual Accounting

 Accounting by advanced excel

 Financial & Administrative System

 Peachtree Program

Completed English Course in Education experts Association -Egypt

Completed a training course in MS Excel 2010 from (Sara Institute of Science Technology). (U.A.E)

Completed a training course in MS Word 2010 from (Duke training center). (U.A.E).

Completed a training course in MS Power Point 2013 from (Duke Training Center). (U.A.E)

Completed a training course in MAXIMO 6.2 from (Gasco training center).

Subject: service work order.

 Commercial Directly.

 Contracts.

 Purchases.

 Planning.

Completed a training course in HSE from (Gasco training center).

**SKILLS:**

• Ability to work under pressure

• Ability to work as part of team

• Excellent Communication

• Excellent Negotiation Skill

• Excellent Selling Skill

• Excellent Leadership, Management & Rapport Building with interpersonal Skills.

• Quick & Good Decision Maker.

**LANGUAGE:**

Arabic Mother Tongue

English Fluent in both written and Verbal

**IT Skill**

* Good Command in Computer Application
* Basic MS Office & Operating System

**Hobbies**

Reading, Writing, Swimming,

***References***

 Available on request