

**Kamal**

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| Age: 31 |  |
|  | E-mail: kamal-392909@2freemail.com  |
| ABU DHABI , United Arab Emirates |  |
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|  |  |  |  |  | **• Curriculum Vitae •** |  |  |
|  |  |  |  |  |  |  |
|  | **Objective** | Seeking an opportunity to establish my self in stable and well reputed company where I can |  |  |
|  |  |  | utilize and contribute my expertise and harness my potential to be part of the company growth |  |  |
|  |  |  | with my loyalty dedication and hard work in an environment that offer changes recognition and |  |  |
|  |  |  | bright career. |  |  |  |  |
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|  | **Personal** |  | Date of Birth: September 13, 1987. |  |  |
|  | **Information** |  | Nationality: Egyptian. |  |  |
|  |  |  |  | Religion: Muslim. |  |  |
|  |  |  |  | Marital status: Married. |  |  |
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|  |  |  |  |  |  |  |
|  | **Education** | Azhar University, **Bachelor, Commerce; Accounting Department**, Jul 2009 |  |  |
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|  |  |  |  |  |  |  |  |
|  | **Professional** |  | Dec 2006 - June 2008 |  | Work at the companys engineering works and supplies , Egypt |  |  |
|  | **Experience** |  |  |  |  | my work was of sufficient quality to manual registration system and |  |  |
|  |  |  |  |  |  | bookkeeping. |  |  |
|  |  |  | Sep 2008 - Oct 2009 |  | **Accountant.**  |  |  |
|  |  |  |  |  |  | Egypt |  |  |
|  |  |  |  |  |  | and my work was of sufficient quality on the operating system by |  |  |
|  |  |  |  |  |  | excel. |  |  |
|  |  |  | Sep 2009 –Nov |  | **Accountant assisstant .** in Abu Dhabi. |  |  |
|  |  |  | 2011 |  |  |  |
|  |  |  |  |  |  |  |  |  |



Nov 2011-Nov 2013

Nov 2013-Nov 2015

Dec 2015-Until Now

**General Accountant .** Abu Dhabi-

Musaffah.

**General Accountant .** in AbuDhabi

1 . Preparation and accounting processes prove limitations of general journal and general ledger and deportation to notebooks and ledgers analytical assistance as computerized accounting system for the company.

2 . Review and the corresponding balances between bank accounts records with statements of accounts of these banks and make necessary adjustments .

3 . Review and audit documents and capture returns and daily expenses and processed automatically.

4 . He continues, oversees the work of branches and inventory accounting fund for the receipt and delivery process and the closure of branches and procedures funds accounting adjustments with accounting branches .

5 . Follow-up and the receipt of the accounting documents of branches and departments and other departments .

6 . Issuing checks and review of the Group's banks .

7 . Preparation and follow-up and review of debts and employee incentive and the liquidation of dues by the system.

8 . Preparation of periodic reports on the movement of sales and returns , remittances and payments from customers and cash deposits .

9 . Participation in the preparation of budget estimates and monitor its implementation .

10 . Do inventory and annual depreciation expense and the value of fixed assets and participation in the preparation of the annual budget.

11 . All costs of its other work in the area of jurisdiction.

**General Accountant**  Work On Quick

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|  |  |  |  |  | Books Programme and Peachtree , General Accountant in Group |
|  |  |  |  |  | Sister Companies in Abu Dhabi. |
|  |  |  |  |  | Invoicing and auditing of invoices, introduction of sales invoices, |
|  |  |  |  |  | follow-up with companies and collection of debts |
|  |  |  |  |  | I have experience in VAT. |
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|  | **Training** |  | **English Course; Sixth Level**, Sep 2009 |  |
|  | **Certificates** |  | CompuStar of the Microsoft. |  |
|  |  |  | **Accounting Course**, Aug 2009 |  |
|  |  |  | EXCEL accountant under the supervision of the legal Hesham Youssef . Compu Star of the MS. |  |
|  |  |  | **ICDL Training Course**, Sep 2008 |  |
|  |  |  | Arab Center for UNESCO. |  |
|  |  |  | **Training course on Quick Books** , Sep 2013 |  |
|  |  |  | In Abu Dhabi. |  |
|  |  |  | **VAT-Value Added Tax Implementation in UAE** , Oct 2017 |  |
|  |  |  | Talal Abu-Ghazaleh. |  |
|  |  |  |  |  |
|  |  |  |  |
|  | **Skills** |  | **Microsoft** - |  |
|  | **Summary** |  |  | Office 2003 ( I C D L ) addition to publisher. |  |
|  |  |  |  | Windows 98 2000 XP. |  |
|  |  |  |  | Office 2000 XP. |  |
|  |  |  | **Additional Skills** - |  |
|  |  |  |  | Efficient hardware and software skills. |  |
|  |  |  |  | Ready to work for a long time. |  |
|  |  |  |  | Ready to work under pressure. |  |
|  |  |  |  | Easily understanding. |  |
|  |  |  |  | Ability to understand the critical needs & requirements of customer and contribute towards |  |
|  |  |  | resolving the issues. |  |
|  |  |  | **Language** - |  |
|  |  |  |  | Arabic (mother tongue). |  |
|  |  |  |  | English (good speaking and writing). |  |
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|  | **Summary** |  | I am looking forward to improve my business skills through training and studying more |  |
|  |  |  | courses. |  |
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| **References** | Available upon request. |
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