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Dammam – Saudi Arabia
Egypt †Cairo

Object:

Searching for a Senior accountant job in a big Company to increase my experiences and get learned from the qualified persons.

Educational background:

Faculty of commerce- Accounting Department - Ain shams university Cairo, Egypt. (2006 -2010)

Experiences:

- **Senior Accountant:** at Rawaa Alafaq Trading co, from (August 2021) until now Al - Khobar-Saudi Arabia
- **Senior Accountant:** at Saeed H. S. Al Ghamdi farms Agriculture Animal Husbandry Services. From (March 2021) until (July 2021) , Dammam- Saudi Arabia.
- **Accounting Manager:** at Future Soft Est. for information technology Est. from (December 2018) to (December 2020) . Dammam- Saudi Arabia.
- **Senior Accountant:** at Future Soft Est for information technology Est. from (December 2017) to (December 2018) . Dammam- Saudi Arabia.
- **Accountant:** at excellent technical for trading and contracting est. from (March 2017) to (November 2017) . Dammam- Saudi Arabia.
- **Accountant:** in chocolate designing for trading from (September 2015) to (December 2016) . Dammam- Saudi Arabia.
- **Accountant:** in consultant center for tax accounting and vision studies from graduation till (December 2012) . Cairo –Egypt.

Job experiences:

1. Work on online accounting programs (Quick books, Peachtree , accounting excel , key Business for Accounting , ERP System , mass program)
2. Prepare daily entries
3. Prepare financial reports
4. Prepare income statement and explain profits and losses.
5. Prepare depreciation for fixed assets.
6. Prepare prepaid expenses and accrual expenses.
7. Reconciliation for customers and suppliers.
8. Prepare warehouse inventory and the required settlements.
9. Making bank reconciliation
10. Prepare VAT reports.
11. Prepare salaries, make bank transfer, get salaries protection files from bank.

SKILLS:

A- COPUTER SKILLS,

1. Very good dealing with Microsoft word
2. Very good dealing with accounting excel
3. Ability to use web for getting information

B- LANGUAGE SKILLS

1. Arabic: mother tongue
2. English: good in reading, writing and use emails

CERTIFIED COURSES:

1. ICDL
2. Microsoft office.
3. Peachtree accounting program
4. English up to level 4

Personnel skills:

1. Ability to take responsibility.
2. Attention to details .
3. Ability to work under pressure.
4. Ability to work in teammate and cooperate.
5. Always search web seeking for learning and knowledge.
6. Ability to adaptive with new responsibilities and work missions.
7. Good communications skills.

PERSONNEL INFORMATIONS:

1. Nationality: Egyptian
2. Date of Birth: April 18th, 1989, Cairo
3. Marital Status: Single
4. Military service: finished
5. Driving license: Saudi driving license