



# Mohamed Yasin Abd ElRaouf

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## BASIC INFORMATION

**Email Address:** m.yasin1284@gmail.com  
**Mobile No.:** +966 54 231 9087  
**Nationality:** Egyptian  
**Date of Birth:** 05/12/1984  
**Place of Residence:** Jeddah, Saudi Arabia  
**Languages:** English [Fluent], Arabic [Native]

## WORK EXPERIENCE

**Adada & Kabbani - IKK Group** Jan 2013 — Present  
Senior Accountant

- Preparation of Profit/Loss statements and summarizing information for the Financial Manager
- Preparation of tax returns and encounter all governmental audits.
- Up to date reviews to the current local laws and standards in relevance to finance and ensuring a proper implementation.
- Preparation of Journal Entries, Ledgers, Trial Balances, Adjusting Entries, & Financial Statements.
- Preparation of all Payroll and Wages sheets
- Managing bank accounts and keeping in record all transactions.
- Preparation and analyzing Aging Balances and notifying collectors when payments are overdue.
- Balance Sheet preparation.

[www.adada-kabbani.com](http://www.adada-kabbani.com)

**Alawy El-Tonsi** Apr 2010 — Mar 2012  
Accountant

**El Sese Trading** Feb 2009 — Jan 2010  
Accountant

## EDUCATION

**Bachelor's degree in Accounting** 2003 — 2007  
Mansoura University

## SKILLS

- Team player.
- Mathematical proficiency.
- Analytical Skills
- Leadership.

## TRAINING & SEMINARS

- 40 hours course in Peachtree - Sage 50 Accounting
- 36 hours ICDL course