

# RESUME

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## Professional Summary

Highly-motivated, deadline-committed, goal-driven accountant with over 7 years of experience. Proven track record of excellence. Some of my core skills include taxation, regulatory compliance. Supervised internal and external audit. Adept at analytics and in-depth reporting service. An engaging team-player who also acts as a motivator.

## Education

**Post Graduate**      **Bachelor of Commerce with Honours (Accounting & Finance) -**  
2011                      **Completed - Faculty of Commerce, Mansoura University**

## Career Overview

<b>Financial Accountant</b> Sept. 2014 - Dec. 2021	<b>Mechanical Contracting Industry - UAE</b> Enter and upload invoices into SAP ERP Post transactions to journals, ledgers and other records Reconcile accounts payable transactions on weekly and monthly basis Prepare analysis of balance sheets and P&L accounts Monitor accounts to ensure payments are up to date Research and resolve invoice discrepancies and issues Correspond with vendors and respond to inquiries Reconcile vendor statements periodically and take action for any discrepancies Fixed Assets booking and depreciation following the company procedure Provide VAT input report and supporting document for monthly VAT return. Provide supporting documentation for audits Maintain accurate historical records
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SAP Invest Management Fixed asset treatment  
Perform accounting duties related to the efficient maintenance and processing of accounts payable transactions.  
Assist internal and external auditors to perform their audits in very high level  
Coordinate with Accounting Manager to provide all required documentations and explanation to Auditors or Tax Authorities  
Participate actively in any internal or external accounting or tax verification  
Assist the Accounting Manager in the annual Zakat & Income tax filling

## **Skills & Qualifications**

Good command over financial systems and processes  
Good verbal and written communication skills  
Good level of MS office program (Top priority Excel)  
Strong independent information collection skills and research ability.  
Good analytical and planning skills.  
Good Accuracy and attention to details.  
Excellent problem analysis.  
Excellent judgement according to the situation.  
Communication & Time management.  
Ability to meet deadlines.  
Organizing & prioritizing.

## **Objective**

- Financial Accountant with +8 years of experience in full-cycle Accounting Management, Seeking to leverage my professional expertise & experience into a management role.

## **Personal Information**

- Date of Birth : 19 June 1990
- Nationality : Egypt
- Marital Status : Married
- Visa Status : Transferable