



## Curriculum Vitea

### **Personal Information :**

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### **Education & Qualification:**

Major: Bachelor of Commerce and Business Administration, Helwan University (Cairo- Egypt) .

Graduation Batch: 2013 .

Minor: Accounting section & Degree: Good 73 % .

### **Computer Skills:**

- Good at using Microsoft office suite (Word, excel, Powerpoint , outlook ) .
- Good at using websites and internet programs.
- Good at using Electronic Accountings Programs (Peachtree- QuickBooks – crystal )

### **Language Skills:**

- Good at spoken and written English Language.
- Good at using English with customers and Colleagues .

### **Accounting skills:**

- Knowledge the recording in the journal entries and Posting to the ledger .
- Knowledge the principles and accounting standards .
- Preparing financial Statements periodical ( income statement- Balance sheet ) .
- Settlement of accounts of customers, suppliers and creditors .
- Settlement of custody cash and employees advances,
- Registering of fixed assets and preparing of the depreciations.
- Follow up receivable from customers and payments to Suppliers &Creditors.
- Preparing VAT reports ( purchase vat- sales vat –vat report )

- Knowledge of stores accounts as receiving and delivering and counting goods in the store periodical ).
- Knowledge of sub-contractors accounts and retention of guarantee .
- Knowledge of classification the expenses and prepare of analysis to the expenses periodical .

### **Work Experience:**

- 1- Worked at accounting office as Sales &Purchase Accountant from 8/2013 to 12/2014 (in Egypt).
- 2- Worked at Kareem pharma company for drugs and cosmetics from 1/2015 to 10/2015 As General Accountant (in Egypt).
- 3- Working at Alomaier trading and Contracting Company from 12/2015 up to now As General accountant–in Saudi.
  - My current position now general accountant to joint venture project .

### **Tasks:**

- Recording journal entries - Preparing financial reports (income statement- Balance sheet).
- Follow up Settlement of customers and suppliers and creditors accounts .
- Prepare and settlement of Petty cash .
- registering fixed assets and prepration depreciations .
- Prepare of VAT reports monthly .
- Follow up receivable from customers and payments to Suppliers &Creditors.
- Follow up and prepare operations to the store (receiving and delivering and the counting ) .
- Follow up Sub-contractors Accounts and Revenues the projects
- Prepare General Expenses and revenues Reports to the Project joint venture .
- Prepare financial statements ( income statement – balance sheet ) to the Project joint venture and analayse accounts.

### **Certificates:**

- International computer Driving License (ICDL).
- General English course at Cambridge Academy.
- Training in a chartered accountant office for a year and a half.
- Training on electronic accounting programs ( Peachtree- QuickBooks- oracle end user ) .

### **Other skills :**

- Carrying administrative works for employees and following up .