



Moustafa Mohamed Hemida Abdalla

General Accountant

+966592064239

✉ abo_anas2020@yahoo.com

Date of birth: 23/02/1989 | Nationality: Egyptian | Driving License: Valid Saudi License

EDUCATION

(09/2006 – 06/2010) BSc. in Commerce, Accountant Department

BSc. degree in Commerce – Accountant Department, Faculty of Commerce, Cairo University, Cairo, Egypt.

TRAINING

(04/2012 – 06/2012) Contract Accounting Diploma

Certified Contract accountant from Accountant Training Academy in Cairo, Egypt

(07/2010 – 12/2010) Electronic Accounting Diploma

Certified electronic accountant from German Egyptian Academy in Cairo, Egypt

(11/2010 – 12/2010) ICDL

International Computer Driving License (ICDL) trainer at Training Center at Bani Sweif, Egypt

WORK EXPERIENCE

(11/2015 – now) Area General Accountant

Al Khair Trading Co. Ltd.

Scope of work:

- Prepare and settle the customers` current accounts.
- Prepare and settle the suppliers` current accounts.
- Prepare and settle the Banks status for the company account.
- Responsible for the expenses and the financial fund matching.
- Inventory adjustment for the stock.
- Prepare the employment salaries and other financial requirements.
- Prepare the monthly financial reports for the area.

(01/2014 – 09/2015) Customers and Suppliers Accountant

Customer Food

Scope of work:

- Responsible for the customers and suppliers accounts.

(01/2013 – 01/2014) General Accountant

Holool for Accounting and Legal Reviews

Scope of work:

- Work with the office team to prepare, close, and review the clients` budgets.
- Prepare the clients` financial statements

COMPUTER PROGRAMS

Able to use the following computer programs:

- Accountant programs (Odoo tech., SAP, DBusiness, Oracle, and SMACC)
- Microsoft programs (Excel and Word).