

Mina Hanna Soliman
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Personal Data:

Date of Birth: 5 Aug., 1985
Gender: Male
Marital Status: Married
Nationality: Egyptian
Military Service: Exempted

Objective:

A Job as an accountant with a reputable entity, which requires hard-working loyal people.

Education:

Major: Accounting, 2008/2009
Degree: Bachelor of Commerce from Faculty Of commerce and Business administration, Helwan University – Egypt.
Grade: Good

Work Experience:

1- {Dec.2009 : Present} Petroleum Technology Development Company S.A.E.

**** Accountant***

Job Description:

- Report overall position with bank from (Debit, credit, Check under collection) in company accounts.
- Conducted technical and analytical reviews of tax returns to check for

- Prepare General Ledger for (expenditure, prepaid expenses, Suppliers & Vendors).
- Documents financial transactions by entering account information.
- Responsible for issuing, sending and keeping track of the customers invoices.
- Prepares payments by verifying documentation and requesting disbursements
- Supported monthly reporting analysis to achieve validation of internal
- Payroll preparation
- Customer clearance
- Stock market handling

Training:

- English Course – Intermediate
- ICDL Course
- Export Engagement program from foreign training center (FTTC)
- Import Engagement program from foreign training center (FTTC)

Languages:

- Arabic: Mother tongue
- English: (Reading – writing) Good speaking (Fair)

Hobbies:

- Reading.
- Traveling, learning, and making more friends.

Computer Skills:

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|----------------------|---------------------------|
| • MS Word Very good | • MS PowerPoint Very good |
| • MS Excel Very good | • Internet Very good |

Personal Skills:

- **Ability to work under pressure and help train others.**
- **Interactive – fast enough to learn new technologies.**
- **Ability to work in team-work or individually.**
- **Creative and self-motivated.**

References available upon request.