

PersonalData

Name : MohamedAbdElmoneimELsayed
DataofBirth : 1/10/1989
Nationality : Egyptian
Military : FinalExemption
Gender : Male
Religion : Muslim
MaritalStatu : Single



ContactData

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LinkedInprofile :https://www.linkedin.com/in/mohamed-moneim-6a443b179

LanguageSkills

Arabic: : (Mother Tongue)

English:Good

ComputerSkills

Workingon(writing-excel-internet)programs

AcademicQualifications

1-BachelorofCommerce-AccountingDivision- (FacultyofCommerce-AlexandriaUniversity)
General appreciation : good

brief about me

I work as a financial analyst in the financial analysis administration at Al Amriya Petroleum Refining Company.

I previously worked as a general accountant in the expenses administration at Al Amriya Petroleum Refining Company.

- ✓ I have skills and experience 4 years in analysing, auditing and reviewing financial transactions, preparing daily entries, discovering errors and working to eliminate them.
- ✓ Analyzing the financial accounts with huge financial values of oil companies and the Petroleum Authority, making approvals with them in the current accounts and accounts of geographical regions, working on auditing and reviewing them, and removing errors to avoid comments from the Central Auditing Office.

Experiences



- 1-Work for Al-Amiriya Petroleum Company financial accountant -.from 1/2/ 2021 until now

Responsibilities

- *Prepared daily restrictions*
- *Analyzes of accounts related to public, investment and joint sector petroleum companies and reconciliation with these companies on the balances every quarter of the financial year.*
- *A statement of the oil companies' dues and the costs owed to us in the geographical region before the region's regular meetings*
- *Issuing exchange permits for the current accounts of petroleum companies and allocating the collection of additional notices for transfers related to the receivables of these companies, as well as exchange permits for petroleum companies in exchange for the supply of some petroleum products and analyzing these accounts.*
- *Analyzing the Authority's accounts and reconciling current balances*
- *Issuing advance payments to the company's employees and those charged with performing company-related work and analyzing this account*

Suppliers

Analyzing the initial insurance and final insurance for local purchase tenders, foreign bids, and sales auction insurances, analyzing other insurances, collecting these insurances with collection vouchers, and issuing an exchange permit to return these insurances.

Private sector service companies

Calculating and reviewing the amounts due, preparing disbursement vouchers, calculating the added value, deducting the due taxes and engineering stamps, and disbursing the amounts in cash or transferring them to the supplier's bank account.

Example :

Industrial companies, including supply and maintenance operations :

- ✓ *Transport companies, cars and buses.*
- ✓ *Companies supplying and maintaining printer devices according to the concluded contract.*
- ✓ *Companies supplying machines and tools.*
- ✓ *Hazardous waste transportation companies.*
- ✓ *Companies supplying laboratory supplies.*
- ✓ *Companies supplying office supplies.*
- ✓ *And others supply companies within the company.*

Government sector companies

Auditing and reviewing invoices, preparing payment authorizations, and disbursing the amounts due

Example ‘

- ✓ *Drinking water companies.*
- ✓ *Sanitation companies.*
- ✓ *Electricity Company.*
- ✓ *Postal company.*
- ✓ *Internet and communications*
- ✓ *companies.*

Customers

Auditing and reviewing invoices and the value owed to us, calculating the added value, deducting taxes, following up on balances and addition notices submitted to our accounts at the bank by the customer, and preparing collection documents.

An example of some of our services

- ✓ *Analyzing samples and chemicals within the company's laboratory for the benefit of other companies.*
- ✓ *Preparing training courses within the company's halls for the benefit of other companies.*
- ✓ *Renting equipment, machinery and administrative units for other companies.*

Skills

- *Save and recall documents*
- *Good handling of computer programs*
- *Dealing with printing and photocopying devices*
- *Knowledgeable about financial accounting used in companies, (the unified accountants system)*
- *The ability to accomplish and perform more than one job at the same time*
- *Communications skills and communication with others*
- *recording accounting transactions on Excel*

Personality traits

- *Discipline in appointments.*
- *Concentration and logical thinking.*
- *Quiet temperament and non-emotional.*
- *High IQ.*
- *Tact in speaking and the screen of the face.*
- *Good listening, understanding and awareness of situations and focus.*
- *Ability to deal with critical situations.*

Current studies

- *SAP/ Under training by Al Amriya Petroleum Company*
- *Electronic accounting (Erp Programs- QuickBooks- Odoo-peachtree)*

*Thank you for reading My C.V Best regards
Accountant/Mohamed Abdel Moneim El-Sayed*