

Personal Details

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MILITARY STATES : DONE
MARITAL STATUS : MARRIED



Education History

Course	Institute	Year
Food Safety Management System(ISO 22000) Awareness	ENGINEERING AND QUALITY EXPERTS	2015
Occupational Health and Safety Management System(OHSAS 18001) Awareness	ENGINEERING AND QUALITY EXPERTS	2015
Diploma Of Financial Accounting	HARVARD TRAINING BRITAIN	2013
Human Development	FUTURE TRAINING ACADEMY	2013
Offices Management	FUTURE TRAINING ACADEMY	2013
Business Management	FUTURE TRAINING ACADEMY	2013
Customer Service	IUC	2013
ICDL	ELEGANT	2013
Preparation Of Accountants	ITC	2013
Bachelor Of Commerce" Accounting "	MANSOURA UNIVERSITY	2011

Employment Summary

Employer	Address	Position	Dates
EGYPTIAN COMPANY FOR COSMETICS ECC	GAMASA	SENIOR COST ACCOUNTANT	Nov 2022 TO NOW
TOP PACK FOR CARTON	DAMIETTA	SENIOR COST ACCOUNTANT	Nov 2018 TO NOV 2022
CAIRO FOR PACKAGING PRODUCTION " CAIRO PAC "	6 th of October	SENIOR COST ACCOUNTANT	SEP 2015 To Nov 2018
CAIRO FOR PACKAGING PRODUCTION " CAIRO PAC "	6 th of October	SENIOR ACCOUNTANT	JUN 2014 TO SEP 2015
CAIRO FOR PACKAGING PRODUCTION " CAIRO PAC "	6 th of October	JOINER ACCOUNTANT	APR 2011 TO JUN 2014

Personal Skills

- Excellent Written and Verbal Communication Skills.
- Self-Management Skills.
- Accurate and Attentive To Detail.
- Willing To Expand Skills And Knowledge And Learn New Systems.

Work Experience

COMPUTERS

- Have experience in Microsoft Office.
- Have experience in Peachtree.
- Have experience in QuickBooks.
- Have experience in odoo
- Have experience in Sap B1
- Have experience in Data Analysis.

OFFICE ADMINISTRATION

- Fast Typing and Transcription Abilities.
- Skilled In Minute-Taking.
- Skilled In Faxing, E-Mailing, Scanning, Filing.
- Skilled In Record Keeping and Reports.
- Good Handle on Stationery Ordering.

RESPONSIBILITIES

Cash & Bank Accounting

- Maintains Petty Cash.
- Maintains Checks Movements.
- Maintains Expected Incoming Cash From (Sales).
- Maintains Expected Outgoing Cash to (Purchase-Payroll-Expenses).
- Maintains Cash Position.
- Maintains Banking Position Transactions, loans, over Draft and Internet Banking.
- Prepares Bank Reconciliations.

Receivables & Payables Accounting

- Maintains (Sales/ Purchase) Order States.
- Maintains (Customers/ Vendors) Invoices That Are Due with Terms.
- Maintains Collections/Payments From Customers/ Vendors).
- Maintains (Customers/ Vendors) Terms, Credit Limit, Credit status.
- Maintains (Customers/ Vendors) Aging.
- Prepares (Receivable/ Payable) Reports.

Cost Accounting

- Follow up the documentary cycle for cost work
- Collect cost information and maintain an expenses database
- Ensure that there is a purchase orders for all raw material receipts
- Review purchase orders prices and ensure that there is an approval in case of a price difference.
- Disbursement of cost inputs and distribution to cost centers
- Closing expenses and distributing them directly and indirectly
- Cost line coding processes
- Determining cost centers and following up on disbursements
- Make an estimated budget for each operation and follow up on spending through the estimated budget
- Follow-up of inventory items and their cost
- Analyzes and costs work orders following company's costing system.
- Prepares the monthly cost of sales figures by analyzing material, labor, and expenses.
- Assists the accounting manager in preparing monthly journal entries
- Maintains inventory system and follows established valuation method.
- Analyzes variances from cost estimates.
- Analyze and report profit margins
- Assisting in month-end and year-end closing
- Identify and recommend cost-effective solutions

Tax Accounting

- Manage and prepare tax payments.
- Compile and submit periodic tax reports (quarterly and annually).
- Coordinate with internal and external auditors.
- Review income tax filings in collaboration with the Audit and Tax Office.
- Oversee the electronic invoicing system (E-Tax).
- Monitor and manage tax accounts.
- Prepare and submit tax returns through relevant online platforms.
- Handle tax payments and ensure proper settlements for each tax category.
- Regularly generate financial reports, statements, schedules, and maintain accounting records.
- Prepare for tax audits (income, VAT, payroll, stamp), ensuring all required documents are ready for review.