MOHAMED **ATEF FARGHLY**

Al-Qalaj Al-Mahatta Center,Al Khanka, Qalyubia (Close to the ring road-New Marj)
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· LinkedIn Profile · Portfolio

CAREER OBJECTIVES

WORK EXPERIENCE

DATES FROM 2019 – TO NEW

Senior Accountant, ROKDAL COMPANY

LOCATION: **AL-SAWAH**

- Issuing invoices from the electronic invoice website& Entering sales and Purchases tax on the site& Responsible for VAT & Withholding Tax &income tax. & Working on a tax examination & preparing monthly, yearly and quarterly tax returns
- Prepare Monthly salaries (Overtime, Salary Tax, Social Insurance Loans, Handling annual & sick leaves& etc.)
- Follow-up customer collection (credit account) Prepare Aging Accounts &Follow-up payable accounts with all suppliers and preparing Aging Report
- Preparing the financial statements (income statement _ the center's list and review all budget items& ledgers& Review of all subsidiary ledgers
- Follow bank balance with excellent skills in audit bank &Supplier matchers - Bank audits& Handle company bank accounts & issuing payments by cash, checks or transfers & reconcile it at the end of the month
- Reconcile and analyze Balance Sheet accounts on a monthly basis at the component level. Identifies and resolves Account Receivable, Capital Asset and Contract accounting issues
- Reviews General Ledger for failed transmission or data missing from component transmissions including but not limited to errors or missing sales. Petty Cash disbursements, accounts payable and payroll accounting
- Prepare and process journal vouchers that comply with accounting standards & Month-end review, adjustments, accruals, etc.
- Prepares and sends the sales cost report to the direct manager. & Audit sales invoice (Cash, Visa &Credit)
- Preparing yearly Budgeted expenses & compare it with actual expenses monthly& Maintaining records of petty cash settlement.

DATES FROM 2017 – TO 2018

External Auditor -Tarek Al-Sebaei Office,

LOCATION: GIZA

- Review the original documents of the companies' financial transactions and ensure that they are recorded in the journal the public
- Posting the daily entries to the general ledger record and recording them in the general journal.
- Preparing the trial balance with detecting errors and correcting them
- Conducting inventory settlements and closing accounts
- Preparing the trial balance with detecting errors and correcting them
- Review value added tax, withholding tax and income tax. And prepare Monthly, annual and quarterly corporate tax returns
- Preparation of final accounts (trading account and profit and loss account)
- Preparing financial statements (income statement - statement of financial position - cash flows)

DATES FROM 2015– TO 2016

Accountant, **Al-Mustafa Hospital**

LOCATION: NEW MARJ

- Prepare a list of revenues and payments for each department
- Reviewing the investments of health insurance companies
- Patient accounts (accommodation _ services _
- Reviewing the list of fixed assets including additions during the year, exclusions and depreciation
- Participate in preparing budget items for the hospital

EDUCATION

DATES FROM 2011 – TO 2014

FACULTY OF COMMERCE, AIN SHAMS UNIVERSITY

Accounting Department

Degree: good

DATES FROM 2010 – TO 2011

FACULTY OF COMMERCE, BANHA UNIVERSITY

Diploma In Taxes

Degree: good

TRAINING & COURSES

COURSE NAME
TRAINING PROVIDER NAME

- CMA Part 1 Management Accountant Certificate in progress
- Comprehensive accountant course, value-added tax _ income tax - financial statements _ final accounts _ company establishment"
- Electronic invoice (legislation of the Scientific Society for Taxes)
- Egyptian Accounting Standards Course is under implementation
- Diploma in Accounting (commercial activity - industrial activity - contracting activity - restaurants, hotels and hospitals activity - import and export activity)

SKILLS

- **TECHNICAL SKILLS**

- Good knowledge in Odoo & MYOP &QuickBooks & Peachtree (Accounting System)
- Very Good knowledge at OFOQ & HITS (Payroll System)
- Excellent knowledge at Microsoft Office (Word, excel, PowerPoint, access, outlook)

- **SOFT SKILLS**

- Ability to handle several tasks simultaneously and meet deadlines
- Quick self-learner, ambitious, flexible, and adaptable.
- Analytical thinking and logical approach to problem solving
- Ability to work both independently and as part of a team
- Creativity in solving problems, decision making and managing tasks.

LANGUAGE

- Arabic: native
- English: Good

PERSONAL INFORMATION

- Date of Birth: 1. Jan.1990
- Nationality: Egyptian
- Military status: Military service-2015