



Mohamed Zaghloul Mohamed
EL-SHARKWIA -ELFARNAUNY
SHUBRA EL-KHEIMA, CAIRO,13411
EGYPT.

PERSONAL PROFILE:

E-Mail: -
MohamedZaghloul88@hotmail.com

Mh_Zaghloul@yahoo.com

Phone: -
Mobile: -
Birth Day: -
Military Service: -
Marital Status: -

(+2)01227094806
23/07/1974
Performed
Married

Company Name : Apollo Tours (A.S.A of CYPRUS AIRWAYS – EGYPT)

Business Address : 02 Behlar St.,Down Town-Cairo –Egypt

Current Position : Financial Manager

EDUCATION:

- Bachelors of Commerce.
- Menofia University. Egypt
- Cumulative grade Good (73.14%).
- Date of Graduate May 1996.

LANGUAGE SKILLS:

Arabic [Mother Tongue]

Other Languages	Read	Write	Speak
English	good	Good	Good
French	Fair	Fair	Fair

COMPUTER SKILLS:

- Computer and Hardware Maintenance.
- Windows (98, 2000, XP).
- Microsoft Office (Word, Excel, Power point).
- Internet, Web access and Outlook)

Career Objective*

Seek a position as an accountant utilizing my academic background and personal skills, as well as building My experience.

WORK EXPERIENCE:

- Position in Company : Financial Manager .
- Company Name : Apollo Tours (GEREAL SALES AGENCY FOR CYPRUS AIRWAYS-EGYPT)
- Company Address : Cairo – Egypt.

- Start & End Date : From 03/2006 To Present.
- Work Description

- * Budgeting and Financial analysis.
- * Preparing periodical financial statements.
- * All Banking transactions and computer accounting systems.
- * Dealing with formal organizations and authorities (Taxation, Insurance, etc)
- * And responsible of all the accounts payable duties which includes; payments to vendors, petty cash, reconciliation of suppliers accounts
- * aviation accounts preparing and auditing.
- * checking BSP bills.
- * cargo accounts preparing and auditing
- * auditing AIRWAYS BILLS & cargo
- * paying total taxes per ticket monthly.
- * checking taxes Requisitions.
- * transferring all head dues and balance.
- * preparing All Accounts for Umrah & Hajj Files (Revenue & Expenses).
- * preparing All Accounts for Tourism Files (Revenue & Expenses).
- * preparing Transportation Companies Accounts and checking its balance
- * preparing Hotels Accounts according to the contracts and checking its balance
- * checking the contracts with out tourism companies.
- * preparing bank reconciliation.
- * preparing staff salaries statements monthly.
- * handle cash flow management by forecasting cash needs of business

Job Title : Account Manager
Company Name : The Factory Company
Date From : 01/02/2004
Date To : 01/03/2006
Job Type : Full Time
Employment Field : Import/Export

Job Description :

Financial Accountant in Factory Company for Import & Ex-port. Responsibilities: • Preparing Journal Entries. • Preparing Ledger Accounts (General&Subsidiary) • Posting journal Entries to American Journals. • Preparing Customers" Accounts. • Preparing Sales Invoices. • Conducting cost Analysis for Purchases. • Reviewing Expenses and Making Expenses Analysis. • Preparing Salary Records. • Reviewing collection from customers. • Preparing Required Financial Reports

- Position in Company : Assistant Area Credit Manager .

- Company Name : Tropicana Hotels & Resorts.

- Company Address : Sharm ELSheikh – Egypt

- Start & End Date : From 08/2002 To 02/2004.

- Work Description :

- * checking the companies contracts all season.
- * checking the bills from seven hotels before send it to the companies.
- * checking about seven accounts receivable in tropicana hotels & resorts
- * postulating the companies by the credit balance according to the contracts.
- * budgeting cash flow and credit balances monthly to the tropicana group.
- * expecting and analyzing cash flow on past , present and future cash.
- * comparing about the best of companies contracts.

- Position in Company : Account Receivable

- Company Name : Rosetta hotel (tropicana group).

- Company Address : Sharm ELSheikh – Egypt

- Start & End Date : From 12/2001 To 08/2002.

- Work Description

- * checking rooms rate about the companies contracts.
- * preparing the bills according to the contracts and actual rooms.
- * preparing credit statement and send it to the companies.
- * postulating the companies by the credit balance according to the contracts.
- * budgeting cash flow and credit balances monthly.

- Position in Company : Income Auditor.

- Company Name : Albatros Hotel.

- Company Address : Hurghada – Red Sea – Egypt.

- Start & End Date : From 06/2000 To 12/2001 .

- Work Description

- * checking about all cashiers in all area (restaurants & front office).
- * checking reports from night auditor f&b and rooms.
- * checking cash and cashiers reports.
- * analyzing cash reports on past , present and expected cash.
- * handle cash flow management by forecasting cash needs of business .

- Position in Company : General Cashier.
- Company Name : Albatros Hotel.
- Company Address : Hurghada – Red Sea – Egypt.
- Start & End Date : From 06/97 To 05/2000.

- Work Description

- * collected the cash money from F&B cashiers and front office cashiers
- * preparing daily cash reports.
- * paying the expenses that sign from management.
- * depositing the cash on the bank.
- * paying the salaries all the month.

" I hope that the above information is convenient to you and always at your good serves disposal for any further information or clarifications . "