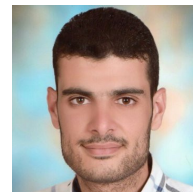


Mohammed Eltorky

GENERAL INFO

Full Name: Mohammed Eltorky
Date of Birth: 1st of February 1993
Nationality: Egypt
Marital Status: Married
Location: Bourj Alarab, Alexandria, Egypt



CONTACT INFO

Mobile: 01229750075
Email: m.torky002@gmail.com

PROFESSIONAL EXPERIENCE

Feb 2019 to Present
(2 years and 7 months)

chief of accounts at eldawlya for Forages Ores trading and supplying
Alexandria, Egypt

Industry: Agriculture/Fishing/Farming, Food and Beverage Production

Company Size: 1-10 employees

Managing and supervising the daily operations and tasks that take place within the accounting department in the company

Data analysis and reporting

Application of accounting methods and standards

Work directly with employees in the accounting department and the financial manager

Accounts are closed at the end of a month and every year

Preparing and reviewing payment and receipt vouchers

Calculate the cash income earned by the company

Supervising the process of paying salaries and all payments and expenses

Create and maintain financial files and records to document all transactions and movements made

Reviewing the recording of financial operations

Communicate with the concerned persons by phone and e-mail

Mar 2017 to Jan 2019
(1 year and 10 months)

Financial Accountant at Madar Misr
Alexandria, Egypt

Industry: Chemicals. Company Size: More than 1000 employees

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.

- Documents financial transactions by entering account information.

- Contributes to team effort by accomplishing related results as needed.

- Ensure that statements and records comply with laws and regulations.

- Compute taxes owed, prepare tax returns, ensure prompt payment.

Jun 2016 to Dec 2016
(6 months)

Accountant at Sary Company For Construction
Alexandria, Egypt

Industry: Construction - Industrial Facilities and Infrastructure, Architectural and Design Services

Company Size: 101-500 employees

- Create project accounts in the accounting system

Maintain project-related records, including contracts.

- Authorize access to project accounts.

- Authorize the transfer of expenses into and out of project-related accounts.

- Review and approve supplier invoices related to a project

Review and approve time sheets for work related to a project.

EDUCATION

2010 - 2014 **BA in Accounting**
Alexandria University (ALEXU), Egypt

ACHIEVEMENTS

Silver Jubilee of the Armed Forces for Distinguished Soldiers.

CERTIFICATES AND TRAININGS

Oct 2014 **workforce passport program** (Score: 90 out of 100)
Business Writing
Coping with Change
Problem Solving and Decision Making
Presentation Skills
Communication Skills
Time Management

Sep 2014 **Work Force Program** at Youth Academy

Aug 2014 **Effective Communication Skills** at Dale Carnegie

May 2014 **Commercial Excel** at Alexandria University

Feb 2014 **Berlitz**

Jan 2014 **Quick Books** at Alexandria University

LANGUAGES

- Arabic: Fluent.
- English: Advanced.

SKILLS

- Advanced in Accounting Software, office suites, Spreadsheets and Microsoft Office.