

Osama Mohammed Abd Elmonsf

Accountant

Address: Salam City, Cairo

Birth Date: 4/10/1998

Phone: 01028989956

E-Mail: osamamohammed944@Gmail.Com

Objective

Ambitious. I Have Experience In The Field Of Accounting In Several Companies. I Am Looking For A Job Opportunity That Suits My Academic Background And Abilities. I Want To Use My Skills And Abilities And What I Have Learned Over Several Years To Contribute To The Success Of This Work. I Seek Continuous Development

Education

Bachelor Of Commerce, Helwan University Department Of Business Administration Good 2021

Experience and Trainings

- **A General Accountant** At Icon Construction Company.
From July 2021 Until Now.
 1. Manage All Accounting Transactions.
 2. Dealing With Monthly And Annual Closings.
 3. Preparing Tax Returns
 4. Dealing With The Electronic
 5. Invoices
 6. Dealing With Suppliers And Customers
 7. Provide Project Analysis
- **A Signed Accountant** At Icon Construction Company.
From September 2019 Until June 2021.
 1. Reviewing Financial Extracts And Preparing Them Mathematically.
 2. Responsible For The Accounts Of Customers And Suppliers And
 3. Provide Their Financial Reports.
 4. Payment Of Site Dues.
- Training As **A Financial Accountant** At Icon Construction Company
From March 2019 To August 2019

Courses

- Microsoft Office Course In Word, Excel, Power Point.
- Personal Planning And Time Management Training.

Language

- **Arabic** : Mother Tongue
- **English** : Good

Computer Skills

- .Microsoft Office Programs
(Excel –Word)
- .Programs Data Entry
- .Use Of The Internet

Personal Skills

- Excellent Time Management
- Communication Skills.
- Good Analytical Skills.
- Ability To Meet Deadline.
- Maintaining Work Quality.
- Work under Pressure.
- Ability To Teach Others And Self-Motivated.
- Attention To Work Details.
- Dealing With Customers