

Mustafa Mohamed Elgazar

Account Manager

I'm seeking to work a long term job with an organization which provides promising career advancement

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Egypt

23 February, 1991



EDUCATION

FACULTY OF COMMERCE BENHA UNIVERSITY

06/2008 - 10/2011

BENHA



WORK EXPERIENCE

ACCOUNTANT IN FINANCIAL AUDIT GENERAL NILE COMPANY FOR ROADS AND BRIDGES

07/2013 - 12/2016

ABDEN

Construction and contracting works

Achievements/Tasks

- Review the extracts of contractors and suppliers
- Reviewing supply orders, purchase invoices and financial covenants
- Reviewing documentary credits and auditing customer accounts
- Review abstracts for contractors

SALES CHUBBLIFE

01/2017 - 04/2017

CAIRO

Achievements/Tasks

- Sell life insurance certificates
- Selling products and services using solid arguments to potential customers

Site accountant and accounts management The Egyptian company SABIC

05/2017 - 07/2019

NORTH SINAI

Construction and contracting works

Achievements/Tasks

- Review the extracts of contractors and suppliers
- Reviewing purchase invoices and financial covenants
- cash management
- Conducting a documentary cycle for stores and accounts
- Follow up the work of the site to know the depreciation
- Entering the data for the accounts into the accounting programs, the Smacc program
- Accounting entries work



SKILLS

Creativity

Teamwork

work under pressure

complete the work in the shortest time

Work on innovation and change for the better



SOFTWARE

- MICROSOFT OFFICE
- SMACC
- MICROSOFT Dynamics NAV



CERTIFICATES

ICDL (06/2008 - 7/2021)
MICROSOFT OFFICE

Human Resources Management
(10/2010 - 11/2010)

Professional Financial Accountant Diploma
(05/2014 - 08/2018)



LANGUAGES

English



Arabic



INTERESTS

reading

football

Travel



WORK EXPERIENCE

Managing customer, supplier, cash and warehouse accounts

Galala Company For Marble and Granite

07/2019 - 7/2021

sokhna

marble manufacturing work

Achievements/Tasks

- ▶ Reviewing sales orders and purchase invoices
- ▶ Supplier audits
- ▶ Follow up the documentary cycle of purchases and payments in detail
- ▶ Inventory of accounting entries for benefits and payments to the supplier
- ▶ Follow up on suppliers' debts by rebuilding suppliers' receivables and following up on payment dates
- ▶ Making reports on suppliers' accounts
- ▶ Issuance of forward invoices
- ▶ Receipt of the customer's invoice
- ▶ Registering the invoice with the customer's accounts
- ▶ Follow-up collections with delegates, record collections journal entries, settlements journal entries, returns journal entries, and sales journal entries

Account Manager

ELKHATIB FOR QUARRIES AND MINES

08/2021

CAIRO

Quarrying and mining works

Achievements/Tasks

- ▶ I follow the sites, which are quarries and equipment
- ▶ Follow up the accounts and custody of the sites and calculate the cost to determine the selling price
- ▶ I do the work of obtaining work permits in quarries
- ▶ Managing customer and supplier accounts
- ▶ cash account management
- ▶ Follow-up budget work with the chartered accountant
- ▶ Submit invoices to the tax authority
- ▶ Managing bank accounts, making deposits and bank transfers