

Fathy Shawqi gomaa
Maadi, Cairo, Egypt
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Work Experience:

•Accountat GMR for accounting, auditing & tax consulting Accountant.

(April 2025 – Present)

- Reviewing supporting documents and invoices
- Preparing VAT returns
- Assisting in internal and external audits
- Communicating with clients and collecting required documents
- Maintaining organized accounting files and records
- Electronic Invoicing: Managing the issuance and integration of e-invoices in compliance with tax authority regulations.
- Financial Statements: Preparing comprehensive financial statements, including Balance Sheets, Income Statements, and Cash Flow statements.
- Accounts Reconciliation: Performing regular reconciliations of customer and vendor statements to ensure accuracy and resolve discrepancies.
- Audit Documentation: Preparing and organizing supporting documents and schedules for internal and external tax audits.
- Inventory Control (Stock Cards): Managing and updating stock cards to monitor movement, maintain optimal levels, and track inventory costs.
- Payroll Processing & Settlement: Handling monthly payroll calculations, including tax deductions, social insurance, and annual payroll settlements.
- Tax Compliance: Preparing and filing annual Corporate Income Tax returns.
- Form 41 (WHT): Preparing and submitting quarterly Tax Form 41 (Withholding Tax) in accordance with tax laws.
- I also provided accounting services to the following companies:-
- 1- Missbinky
- (A Saudi company specializing in cosmetics)
- 2- Oudella
- (A Saudi company specializing in the sale of incense and oud)
- 3- Class One
- (A Saudi company specializing in selling chocolates in creative ways)
- I worked for those companies as a cost accountant entirely through Odoo.

•Accountat Mostaf Alian for accounting, auditing & tax consulting

Accountant.(October2023-April 2024)

- Electronic Invoicing: Managing the issuance and integration of e-invoices in compliance with tax authority regulations.
- Preparing VAT returns
- Specialized official paperwork processing

Education:

Bachelor of Commerce, Cairo University (2020-2024)

Department of Accounting .

Courses & Workshops:

- MOs Course Online.
- •Odoo
(munfaction , inventory, accounting , sales , purchase order)
- **Personal Information**
- Date of Birth : 27/08/2002.
- Marital status : single .
- Interest reading and hand made .
- Mother Language. Arabic
- Second Language English (Good)