



Basem El Saied Gamal Atta

ACCOUNTANT / AUDITOR

Nationality: Egyptian | Marital Status: Married | Military Status: Exemption | Date of Birth: 01/09/1990



ABOUT ME

- An accountant with six-year experience in the fields of corporate accounting and editing.
- Working as an accountant and editor for APPLIANCE Egypt (ORANGE Agent) for five years.
- Extensive knowledge and experience in using accounting programs.



EDUCATION

2007

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2011

Alex University, Damanhur Branch,
Faculty of commerce,
Accounting Department
Qualification: B.Sc. in accounting.



AREAS OF EXPERTISE

- Corporate Accounting
- Corporate Reporting
- Cost Accounting
- Tax Accounting
- Risk Management
- Accounts Receivable
- Accounts Payable
- Asset Management
- General Ledger
- Variance Analysis
- Financial Audits
- Financial Analysis



CONTACT



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basem_atta@yahoo.com



El Gewily St., Damanhur,

El Behera, Egypt



LANGUAGES

English

Very Good

Arabic

Native



TECHNICAL SKILLS

Oracle



Quick Books



MS Excel





WORK EXPERIENCE

Etisalat, Egypt

Nov 2019-Present

Senior Accountant

Key Responsibilities

- Review tax calculates according to prescribed rates, laws, and regulations by required deadlines.
- Manage tax audits and ensure adequate documentation for tax audits is prepared and stored.
- Collaborate with legal accounting offices and coordinate yearly financial statements, reviews and audits.
- Handle daily operation with Banks through monitoring the implementation of cash transactions.
- Manage accounting transactions, prepare budget forecasts, and handle quarterly and annual closings.

Bishr Build, Egypt

Feb 2018-Oct 2019

Accountant

Key Responsibilities

- Responsible for clients' bills and accounts.
- Editing the company's payments.
- Supervising the employees of the treasury and the store.
- Producing the company's profits report, employees' salaries and sales analysis ratios.

Appliance for Mobile Services (Orange Agent), Egypt

Feb2012-Feb 2018

Accountant

Key Responsibilities

- Opening and maintaining customer accounts by recording account information
- Collaborate extensively with auditors during preliminary and year-end audit processes
- Maintaining financial accounts by processing customer adjustments
- Thoroughly reviewed financial statements to correct any discrepancies

ATA Company for Food Products, Egypt

Nov 2011-Jan 2012

Storage and Store Accountant

Key Responsibilities

- Documenting financial transactions by entering account information
- Recommending financial actions by analyzing accounting options
- Summarizing current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports



PERSONAL SKILLS

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|-------------------------|-----------------------|
| • Attention to Detail | • General Math Skills |
| • Deadline-Oriented | • Team Work |
| • Time Management | • Work Under Pressure |
| • Data Entry Management | • Good manners |



TRAINING COURSES

- (ICDL) International Computer Driving License in 2011.
- Customer Service Skills.
- Microsoft (MS) Office: 2003 (Windows, Word).
- Quick books.
- Commercial Excel.