



Hassan Ahmed Mostafa

Accountant

CONTACT ME



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ADDRESS

Al Amiriya - Cairo - Egypt.

PERSONAL INFO

BIRTH DAY

5 / 5 / 1987

MARITAL STATUS

Single

MILITARY

Exemption

LANGUAGES

ARABIC

ENGLISH

INTERESTS



Travel



Browse



Read



Sport

ABOUT ME

Financial Accountant with experience in accounting and taxes. I prepare tax returns accurately and professionally and follow tax legislation and regulations. I contribute to improving the efficiency and effectiveness of financial and tax operations. My goals are to develop my skills and experience in the same field.

EDUCATION

2008

Bachelor of Commerce, Accounting department.

Ain shams University.

WORK EXPERIENCE

3 / 2017 - Till now

Work in : Javelin Travel.

Job position : Financial Accountant.

Description :

- Internal, external and religious tourism accounts (airlines, hotels, Hajj and Umrah)
- Transport and limousine accounts
- Treasury, wages, insurance, banks and checks
- Sales taxes and wages
- Electronic invoice

2012 - 11 / 2016

Work in : United Company for Trading & Agencies.

Job position : Financial Accountant.

Description :

- Sales invoices & Customer accounts & Supplier accounts (local / import).
- Import invoice pricing (backpacking list and invoice).
- Wages, salaries, insurances, commissions, advances, and covenants.
- Banks, receivables and payment notes & Insurances and taxes.
- Treasury (all currencies) & Inventory control.

2011 - 2012

Work in : Candy factory Jenolan.

Job position : Financial Accountant.

Description :

- Inventory costs and control & Customer and supplier accounts
- Bank and collection accounts and notes receivable
- Wages, salaries, advances and covenants

2009 - 2011

Work in : National company Computer Trading.

Job position : Financial Accountant.

Description :

- Customer and supplier accounts & Bank and collection accounts and receivable notes.
- Inventory control & Salaries, commissions, insurances, advances and covenants & Treasury.

PRACTICAL SKILLS

- Prepare and review accounting statements accurately and efficiently.
- Skillfully managed customer and supplier cycles, including invoicing, payments, and sales.
- Prepare and submit salaries and make salary taxes efficiently.
- Follow up on insurance and bank accounts accurately and professionally.
- Implementing accounting and tax procedures and practices.
- Providing tax advice to the company and analyzing the tax impacts on the business.
- Prepare and submit reports, tax returns, and electronic invoices and ensure their integrity and timely provision.
- Analyze and control financial statements to provide periodic reports to management.
- Commitment to professional ethics and confidentiality in dealing with financial information.

COURSES

- ODOO program Training course.
- Highly proficient user of MS Office and previous versions.
- Commercial Excel.
- Excel Advanced user.
- Microsoft Windows and previous versions.
- Internet Applications, surfing, searching, messaging.....etc.,
- Training on Income Tax Law No. 91 of 2005.
- Course Professional Financial Accountant (PFA).

SKILLS

- | | |
|----------------|---------------------------------------|
| ○ Team work | ○ Time Management. |
| ○ Leadership | ○ Computer & Microsoft Office Skills. |
| ○ Organizer | ○ Self-motivation. |
| ○ Communicated | ○ Decision Making. |