Name :Elsayed Mohamed Elsayed .

Location: Abu Dhabi, United Arab Emirates
Education: Bachelor's degree, Accounting Peachtree.
Experience: 7 Years.
Mobile Phone: +971.509521528
E-Mail: sayed.moh2013@gmail.com .



CAREER OBJECTIVES:

Seeking a challenging and rewarding position where I can show and utilize my distinguished experience and communication skills in a professional environment to contribute to enhance my career.

Functional tasks

Supervising the accounting books and basic documents in proving the financial operations in the books of the institution

Documentation of records, restrictions and exchange documents and their sponsorship regarding the accounts of the institution

Record all sales and purchases according to official invoices

Coordinate and organize disbursed documents

Organization of accounts, registration and related procedures and preparation of periodic reports thereon.

Collection of revenues under financial receipt and deposit in the bank

Monthly interview for the bank account (settlement memorandum of the bank).

Daily reconciliation with the Fund account and with the different accounts and data entered in the computer.

Prepare the monthly audit balance.

The need for financial audits, examinations and periodic inventory of funds, records and financial restrictions in the company to ensure the safety of these funds and restrictions.

In the case of working on the computer

1 - Enter all information on invoices and orders of exchange and documents of arrest and settlement recorded in the Journal of the General Accounts of various.

2 - Match the totals and balances of different accounts with balances and totals recorded in the public journal.

3 - Follow up printing accounting reports of various types.

4. Maintain an integrated copy of accounting reports in an appropriate and orderly manner as an alternative to manual records.

5 - Extract all data necessary to prepare the final account of the institution.

Experience in the preparation of financial statements and reports and the preparation of budgets .

Experience in Clearance of transactions in all government and private departments, Ministry of Labor WPS , Department of Economic Development, Abu Dhabi Courts, Passports, collection of debts and litigate cheques .
Prepare lists and financial reports .

Education :

Bachelor commerce, in Accounting Administration Faculty of Commerce from (Egypt) 2008.
Diploma (Advanced Accounting Peachtree 2005 at Egypt).

Diploma (Advanced Accounting Peachtree 2010\2011 at Abu Dhabi UAE).

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Work Experience:

Position Accountan at Matajer Investment Company Abu Dhabi .

Date of joining 5/12 /2009

Date of left 2/ 12 /2011

Position Acountant at (Capital distract contracting General Maintenance) Abu Dhabi .

Date of joining 29 /12 /2011

Date of left 29 /1 /2014

Position Accountant Manager at (Grand Alfa General Contracting) Abu Dhabi.

Date of joining 12 / 2 / 2014.

Date of left 21 / 2 / 2016.

Position Accountant Manager at Shinning Arrow General maintenance at Abu Dhabi .

Date of joining 25 / 2 / 2016 .

Date of left ……..

Position Controller at Abu Dhabi statistic center Economic survey project .

Three years experience.

License of field researcher statistic from the Institute of Training Statistics.

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Computer skills:-

- Windows (2000 & 2003 – XP 2010).
- Microsoft Office (Word – Excel-PowerPoint-Access)
- Internet
- ICDL
- Typing Speed

PERSONAL INFORMATION

Birth Date: 27 April 1986 (Age: 30)
Gender: Male
Nationality: Egypt
Residence Country: Abu Dhabi, United Arab Emirates
Visa Status: Residency Visa (Transferable)
Name in Arabic: السيد محمد السيد
Marital Status: Married
Number of Dependents: 1
License U A E

Personal Skills:

- Competent, ambitious, self motivated, active and reliable.
- Hardworking, ability to work under pressure and meet deadlines.
- Flexible mind & Ability to learn quickly.
- Good communication and presentation skills in both English and Arabic.
- Ability to work individually & as an effective team men.

- Customer recovery , Best customer service .
- Communication skills CDR.

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