

# Islam Tawfik Saad Mohamed

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## Objective

Seeking a challenging accounting position in a reputable organization where I can develop my skills and acquire more experience through working with a high caliber team in a collegial atmosphere.

## Education

May 2015

### **Bachelor Degree in Accounting**

Faculty of Commerce, Bani Suaf University

Overall grade: Good

## Skills

### **Computer Skills:**

- Excellent Knowledge of Windows and Internet.
- Very Good Knowledge of MS Office (word, Excel, PowerPoint, Access).
- Very good knowledge of accounting programs (Peachtree-Delta- Microsoft Office Accounting- Simple Accounting-

### **Language Skills:**

- Native language: Arabic
- Good command of English

### **Other Skills**

- Good knowledge of bank facilities, loans, letter guaranty, corporate services, Financial Securities & Excellent communication skills, Accept Feedback. Able to learn new tasks quickly.

## Experience

Jul. 2015 – Nov 2017

### ***Maizonette for Import and distribution of fabrics and wallpaper company Cairo - Egypt Accountant - Accounting Department***

- Assistant to the Chief Accountant of the group.
- 2-Prepar and Analyse financial records and report and make adjustments as needed.
- Assist bookkeepers, coordinators, principals, and administrators on day-to-day Financial matters, reports and questions.
- 4-Prepare and enter journal entries which includes correcting entries, allocating Expenditures, grant related entries, etc.
- 5- Manage of company stock.
- 6- Manage accounting assistants and bookkeepers.

- Using accounting cycles
- Preparing journal entries
- Posting in ledger account
- Trial balance
- Bank reconciliations
- Monthly income statement
- fixed assets count
- Balance sheet and income statement
- Implementation of buy and sell orders on the company's securities portfolio
- Additional management duties as required

Jun 2015 – Jul. 2015

***Al - Alamia Group for the supply of foreign workers.***  
**Supervisor** **Cairo - Egypt**

### Courses

Apr 2015

- **Electronic Accounting , Accounting Excel & peach tree**
  - ✓ *Using Peach tree & Quick books*
  - ✓ *Using Accounting Excel*
  - ✓ *Receivables and payables*
  - ✓ *Accounting by Excel*

**Grade:** Very Good

Aug 2015

**PFA (professional financial accountant)**  
 Issued by Cairo University -

**Grade:** Very Good

Sep 2014

**ICDL (International Computer Driving License)**  
 Issued by UNESCO -

**Grade:** Very Good

Jun 2014

**English course**  
 Issued by Science Made Simple Academy

**Grade:** Good

Sep 2012 – Sep 2014

**Training at account office (Mohamed Abdu elraoof)**  
 Registration on daily restriction and registration in the accounting books even extract the final statement of the Companies.

Sep 2012 – Sep 2014

**Practical training in Accounting in the Arab Accounting and Accounting Group**

### Interests & Hobbies

- Reading, Surfing the Internet, Traveling.

### Personal

### Information

- **Date of Birth:** 20<sup>st</sup> Dec, 1992
- **Marital Status:** Single
- **Driving License:** Available Egypt License.