



Mohamed Hassan Mohamed Desouki

Accountant

Profile

Knowledgeable Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations.

Employment

Data Entry **Nov 2022 - May 2023**

the company T and C for ready-made clothes

Was Responsible for

- Creating and maintained data entry logs to track data entry activities.
- Completing data entry tasks with accuracy and efficiency.
- Correcting data entry errors to prevent duplication or data degradation.

Accountant **Nov 2021 - Sep 2022**

The Saudi Salt Company

Was Responsible for

- Documenting cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Completing daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Reconciling accounts and reviewed expense data, net worth, and assets.

Storekeeper **May 2021 - Oct 2021**

Arma Company, Egypt

Was Responsible for

- Receiving and inspecting deliveries: You would be responsible for receiving and inspecting deliveries of goods and supplies to ensure they meet the company's quality standards and specifications.
- Storing goods and supplies: You would be responsible for storing goods and supplies in a safe and organized manner, ensuring that they are easily accessible when needed.


Quality Supervisor **Dec 2020**

Capo Med Pharmaceutical Company, Egypt


Was Responsible for

- Ensuring compliance with regulatory requirements, developing and implementing quality control processes, monitoring product quality,


Personal details

 Mohamed Hassan Mohamed Desouki

 mohammadhassen905@gmail.com

 +201220518109
+201126426902

 Belbeis Center
44111 Sharkia

 February 2, 1997

 Military statue: Completed

Education

Bachelor's degree from the Higher Institute of Administrative Sciences
May 2019

Department of Public Administration

Career Skills

Account reconciliation specialist ●●●●●

Account reconciliation processes ●●●●●

Calculating liabilities ●●●●●

Data entry experience ●●●●●

Data entry expert ●●●●●

Dedication to product ●●●●●

quality

Languages

Arabic I Native Speaker ●●●●●●

English I Very Good

Software Skills

Microsoft office ●●●●●●

Using a computer and surfing the Internet ●●●●●●

investigating quality issues.

- Managing quality documentation, training employees, and participating in audits.

Courses

office course

- How to create and format documents, work with text, images, and tables, add headings, commas, margins, and numbering, insert links and references, create lists and charts.
- How to create and format tables, charts, and graphs, enter data, perform calculations, and analyses, work with formulas and functions, add charts, comments, conditions, and conditional formats.
- How to create and design presentations, add text, images, slides, and graphics, control and undo steps, add transitions and visual effects, and make and export presentations.

English course for one of the third level

- Grammar
- Vocabulary
- Listening and speaking
- Reading and writing