

Alaa Khalifa Saleh Mahmoud



- **Member of the Commercial Syndicate**
- **Accountant Registered in the Register of Accountants and Auditors**

Overview

- Experience in dealing with government agencies.
- Experience in establishing companies procedures according to the provisions of the law of incorporation, as amended
- Experience in a proceeding in tax law.
- Experience in accounting and final accounts and preparation of financial statements and reports, such as the actual.

CONTACT

- **Nationality :** Egyptian
- **Date of birth :** 05 / 08 /1985
- **Mobile:**(002) 01025326026 - 01110579142
- **Marital Status :** Single
- **Military Status :** Exempted
- **Address :** Maadi -Cairo-Egypt.
- Alaa.khalifa02@gmail.com
- Alaa.khalifa1@yahoo.com

Areas of Expertise

- **Real Estate – Petroleum Services – Contracting – Restaurants –Textile – Network – Pharmaceutical .**

FUNCTIONAL COMPETENCIES

➤ Work Experiences :

- **May 2020 Till Now.**
- **Account manager and auditor for the following group of companies.**
(Reporting to the Financial Manager)
- **Trust Columns (Trust Columns Factory) LLC**
- **United Arab Development and Project Management**
- **GREEN VALLEY INVESTMENT**
- **Karnak Import & Export**

➤ **Job tasks .**

- 1) Preparing and reviewing final accounts, financial statements and financial reports.
- 2) Prepare and review the full cost cycle.
- 3) Preparing and reviewing payroll, treasury movement and warehouse movement Accounts of customers and suppliers, the movement of banks and the preparation of reconciliation of accounts Banking services.
- 4) Preparing and reviewing the value-added tax return (monthly).
- 5) Preparing and reviewing Form 41 Commercial and Industrial Profit Tax (Quarterly).
- 6) Preparing and reviewing all procedures of the General Authority for Social Insurance.



- ▶ **April 2018 through May 2020.**
- ▶ **Orientals for Urban Development (Oriental Weavers)| Real Estate - Senior Accountant.**
(Reporting to the Financial Manager)

▶ **Payroll.**

Assistant Head of the Entitlements department within Orientals for Urban Development subsidiary Oriental Weavers Group Responsible for reviewing the financial covenant and calculating the commission and preparing a disclosure of administrative expenses and the work of an estimate plan according to the actual budget to determine the standard deviation ratio and responsible for administrative procurement and review And responsible for organizing exhibitions.

- ▶ **El-Banna Contracting Company from 2016 till 2018 .**
- ▶ Director of Purchasing Management within El-Banna Contracting Company. (S.A.E)

- ▶ **Salah El-din group from 2015 till 2016 .**
- ▶ An accountant for Salah El-din group for construction development .



- ▶ **Part time Works from 2012 till 2015 .**
- ▶ An accountant for a chain of restaurants tourist in Maadi.

- ▶ **Office of Mr. Khaled Shaker Company from 2011 till 2015 .**
- ▶ An accountant in the office of Mr. Khaled Shaker for Financial Affairs and Legal Affairs (External Auditor) Of the 2011 so far. (The pharmaceutical companies - construction companies - clothing companies - Communications network company - Oil service companies).



- ▶ **Sehlhoff International company from 2009 till 2011**
- ▶ An accountant within the Sehlhoff International company Consulting Engineering & Contracting.



- ▶ **QuadratK Company from 2007 till 2009**
- ▶ An accountant inside QuadratK to information technology.



▶ **More Experiences:**

▶ **Experience in dealing with government agencies such as.**

- ▶ General tax interest
- ▶ Social Security
- ▶ Chambers of Commerce
- ▶ The Ministry of Investment
- ▶ General Authority for exports and imports
- ▶ Banks
- ▶ Unions

▶ **Experience in establishing companies procedures according to the provisions of the law of incorporation, as amended, such as (Law No. 159 of 1981 - Law No. 8 of 1997).**

- ▶ Joint Stock Company
- ▶ A limited liability company
- ▶ persons corporation

▶ **Experience in a proceeding in tax law.**

- ▶ Sales taxes
- ▶ Business profits tax
- ▶ Create and close a file a tax under the provisions of the tax law, whether (Temporary closure - Final Close).

▶ **Experience in accounting and finance field**

- ▶ Customers, suppliers account
- ▶ Inventory Management
- ▶ Treasury Management
- ▶ revenues and expenses accounts
- ▶ Wages and salaries accounts
- ▶ The preparation of journal entries its carrying
- ▶ The preparation of journal entries of America
- ▶ General ledger Preparation
- ▶ Preparation of trial balance
- ▶ Prepare a list of the income
- ▶ Preparation of financial position
- ▶ Prepare a list of cash flows
- ▶ Prepare a list of changes in equity
- ▶ Preparation of assays for construction companies and fixing the prices of contracting Items for contracting companies and dealing with contractors in all contracted items.
- ▶ Preparation of the payroll with all incentives, allowances and remuneration, deducting the Social Security, taxes, the review of expenses, the financial covenant and the stores

EDUCATION

- ▶ 2012 - Achieved bachelor's degree in Faculty of Commerce, Cairo University, Egypt.
- ▶ Graduate Grade: Pass

SKILLS

- ▶ **LANGUAGES** **Arabic** | Native **English** | Good

- ▶ **COMPUTER**

- ▶ MS Office and Web Search | Professional
- ▶ Typing skills (Arabic & English) | Good
- ▶ Peachtree Business Checks and Forms
- ▶ QuickBooks
- ▶ Oracle.
- ▶ Double Click

- ▶ **HOBBIES**

Watching Movies | listening Music | Traveling | football