

Moataz Gad Al-Haq Mohamad



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- **Date of Birth** 14/5/1989

CAREER PROFILE:

Experience in Accounting, including balancing Sheet Processing payments, managing accounts payable, and providing Executive administrative support. and many other accounting software platforms and applications that may be used. To further my professional career with an executive level Financial Manager position in a world-class company. Seek to diversify my skills in another industry and as part of a larger Organization. Relocation desirable.

QUALIFICATIONS INCLUDE:

- Commitment to maintenance of accounting principles.
- Proficient in accounting **ERP** program software.
- Superior ability to handle **DEXEF** accounting software.

EDUCATION:

- **CMA** Certified –management Accountant (current study) **2022**
- **IFRS** _ International Financial Reporting Standards
- **B.Sc.** in computers and information, (**Systems and information**) Department **2010**
Higher Institute of Specialized Technological Studies **Ain Shams University**.
- **Grade:** good
- **Graduation Project** : Auto mechanics database using Office Excel **2010**
- **Grade Project** : Excellent.

WORK EXPERIENCE:

- **Financial Accountant** (2018– Present)
 - **Al-Mohandes company**
 - Managing all general accounting operations.
 - Preparing the company's current financial status reports.
 - Submitting periodic financial reports on the company's position to the relevant departments.
 - Maintain backup copies of financial records.
 - Preparing income statements, profit and loss reports, income and expenses, and all other reports.
 - fixed assets control and property tax filing, inter- company transactions booking and balance reconciliation, communicate between related parties for inter-company.
- **Senior Accountant** (1Jan2016_31Dce2107)
 - **Unilever company**
 - Prepare business activity reports, financial statements, and forecasts.
 - Find ways to reduce or maintain costs by studying financial reports and business processes.
 - Prepare all required statements professionally on Excel with all required equation such as allocation and expenses against revenue, age of dept. and completion rates and others.
 - Coordinate and direct the preparation of the financial forecasts and report various.
 - Proficiency in inventory calculation and inventory card and supervision the annual periodic inventory.

➤ **Accountant**

(2011 _ 2015)

- **Al Duha Foodstuffs company.**

- prepares asset, liability, by compiling and analyzing account information.
- Maintain accounts receivable and accounts payable.
- Executing all monthly expenses.
- Recording daily financial transactions to the system
- prepares journal entry preparation, accounting reconciliations, cost accounting, bookkeeping.

TRAINING & COURSES:

- Course in English (**English for the Workplace**) Conversation.
- **ICDL** Preparation Proficiency in using **MS Office** application and internet.

SKILLS:

- Strong communication Skills with the ability to effectively interact at all levels of the organization.
- Strong time Management skills and the ability to prioritize tasks.
- Strong accounting skills, knowledge of financial applications, concepts, and theories.
- Excellent business analysis and cost Analysis skills.
- Excellent organizational skills with emphasis on detail and accuracy.
- Strong Experience managing project budgets, schedules and costing.
- Excellent Converse in a professional manner through verbal and written English.

References are available upon request.