Mohamed ibrahim mohamed Mekawy

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Personal Data

- **Date of Birth: 08/ 01/ 1990 (29 Years Old)**

- **Marital Status: single**

- **Military status: performed (well done)**

Education Certificates

- **Graduated from   Alexandria University, Faculty of Commerce, Accounting Department (May 2011) with grade (Good: 75.31%).**

Language Skills

1. **Arabic: Mother Tongue.**

2. **English: Good.**

Computer Skills

- **Microsoft Office.**

- **Number (For –IOS).**

Technical Skills

- **Microsoft Dynamics GP ERP System.**

- **Oracle R11 & R12 ERP System.**

- **SMACC 5 -6.**

- **OSOOL 11.**

- **Foodics &Quick Books.**

Training Certification

- **ICDL (International Computer Driving License) Certificate.**

Employment History (09 Years, 06 Months)

1. **<u>Legal accountant under practice</u> from (1/1/2012 to 31/12/2013).** [2 Years].
2. **<u>Head Cashier</u> at <u>Home Plast company (Al-Hilal and Al-Negma Aldahabia) Part Time</u>** [١ Years].
3. **<u>Financial accountant</u> at Al-dewan company for foods and drinks for six months.** [٦ Months].
4. **<u>Accountant</u> at Al Samy company for safety and security from 19/6/2014to1/6/2016.** [2 Years].
5. **<u>Accountant</u> at Bonito Café& RSN Company (from 15/06/2016 to 10/06/2016)** [1 Years].
6. **<u>Senior accountant</u> at Whole Food Trading (Natureland) Company (from 11/06/2016 to 10/06/2020)** [3 Years].

Professional Skills

➢ **Making Bank Transfers & Payments (for Employees, Local & Foreign Suppliers, Subsidiary Companies & Clients), Settlements (for Electricity & Phone Bills, Air Tickets, GOSI, VAT, Iqamas Renewals, etc ...) & ACH Salary Files Uploading & Downloading.**

➢ **Calculating the costs of import shipments, and charging them with shipping and clearing expenses.**

➢ **Product costs for food and beverages. Standard cost report issued.**

➢ **Organizing & Controlling Accounts Payables Payments for Local & Foreign Suppliers, Subsidiary Companies & Other Settlements.**

➢ **The day to day Bookkeeping Functions of the daily Operations.**

➢ **Recording & Handling the daily Financial Transactions & Entries (Banks Operations, Bills, Local Invoices & AR Receipts) into the ERP Accounting System.**

➢ **Preparing Daily & Monthly Reconciliations of Banks Accounts, Customers, Local & Foreign Suppliers & Subsidiary Companies Balances.**

➢ **Managing & Controlling Main Cash, petty Cash, Banks Deposits & Withdrawals & Cash Flow Movements.**

➢ **Organizing Expenses with Cost Allocations & Cost Centers.**

➢ **Preparation & Review of Payroll & Assist in HR related Activities.**

- **Credit Approvals & Account Receivables Control for Clients.**
- **Follow up on customer agreements and provides for discounts and offers according to the contracts concluded.**
- **Conduct Aging Analysis for (Accounts Receivable & Accounts Payable) & highlighting the Collections & Payments status for given Accounting periods.**
- **Regularly monitor and tally the balances between the Purchases Module & the GL Posting Accounts.**
- **Preparing & Reviewing Sales Commissions, Annual Vacations Calculations & Indemnities (EOS).**
- **Preparation of the Annual Strategic Plans, Budgets & Cash Flow Reports.**
- **Conduct Financial Analysis to enable Strategic Decision-making.**
- **Provide Accounting & financial Reports to the Management to Outlining Financial position of the Company & Highlighting Cash Flows from Business Activities.**
- **Regularly updating the new Assets in the Fixed Assets Module & Generating the depreciation at the end of every month, transferring or disposing of any changes in the Assets.**
- **Organizing the implementation of the Value Added Tax (VAT) on all our Purchases & Selling Movements.**
- **Preparing, Reviewing & Paying Taxes (at Egypt) and Zakat & Income (at Saudi Arabia) and Following up its Procedures with the Auditors.**
- **Establishing new Branches, Warehouses & Showrooms.**
- **Timely Submission of all Monthly Financial Statements & Reports (Income Statement (P&L) & Financial Position (B/S)).**
- **Preparing & Handling all the Annual Auditing Related issues with the Internal & External Auditors.**

-Recommendation are furnished upon request-