



Michael

Mounir Beshay Boulas

Objective

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

PROFESSIONAL EXPERIENCE

Seera Egypt Company

Branch Manager

September 2019 – Till now

- Manage employees and lead day-to-day responsibilities.
- Assist with customer service to ensure overall customer satisfaction.
- Oversee reports for budgets and financial reports.
- Work to grow business and customer acquisition.

Al Tayyar Travel Group

Senior Accountant

January 2015 – 2019

- compile and analyze financial information to prepare financial statements including monthly and annual accounts.
- ensure financial records are maintained in compliance with accepted policies and procedures.
- ensure all financial reporting deadlines are met.
- prepare financial management reports.
- ensure accurate and timely monthly, quarterly and year end close.
- establish and monitor the implementation and maintenance of accounting control procedures.
- resolve accounting discrepancies and irregularities.
- continuous management and support of budget and forecast activities.
- monitor and support taxation issues.
- develop and maintain financial data bases.
- financial audit preparation and coordinate the audit process.
- ensure accurate and appropriate recording and analysis of revenues and expenses.
- Analyzing and advising on business operations including revenue and expenditure trends, financial commitments and future revenues.
- Analyzing financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems.

Address

73 El Khamrawya St.,
Shoubra Masr, Cairo, Egypt

Phone number

010161957591

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SKILLS

- Leadership and team
- Customer service
- Good Communication Skills
- Hard worker under stress

LANGUAGES

Arabic (Mother Tongue)
English (good Reading & writing)

Computer

- Microsoft package
- EXCEL
- WORD
- POWER POINT
- PUBLISHER
- ACCESS

- QUICK BOOK
- PEACTH TREE
- TAPRO (ORACLE SYS.)
- MICROSOFT MONEY
- MAINTENANCE

General Accountant

February 2007 - December 2015

- Prepare and analyze journal vouchers, invoices and other financial records and reports.
- reconciling accounts and preparing journal entries.
- Approves and verifies invoices.
- Authorizes and endorses vendor payments.
- Prepare various financial statements and supplemental schedules such as accounts payable, records, journal vouchers and invoices.
- Check for accuracy as to items ordered and received, quantities and prices and terms for payment.
- Prepare journal entries and maintain ledgers.

EDUCATION

Bachelor of Commerce at Ain Shams University

Graduation Date: Sept. 2000 to May 2004

Grade %: 70% (#good)

-Obtained to a Diploma in Human Development and Leadership Development.

-**Post Graduate Studies:** Obtained to Pre-Master of Economy of Ain Shams University.

References

Available upon request