



Mustafa Zenhom

Financial Analyst

Skilled financial offering skills in creating metrics, tracking projects and collaborating on development of optimal budget requirements. Excellent relationship building, problem solving and communication skills with analytical and adaptable nature.

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WORK EXPERIENCE

Accountant AP

Arabian Construciones Company (ACC)

12/2020 - Present

Achievements/Tasks

- Assemble invoices to be completed for payment.
- Recosilation for vendors , analyes accountes for vendors. Verefication payment certificates , regional accountant in gulf area and africa
- Review invoices and requisitions for satisfactory payment approval.
- Maintain copies of vouchers, invoices or correspondence necessary for files Type periodic reports and other records
- Verify and calculate all extensions and totals on invoices (calculating and taking discounts when applicable)
- Check vendor files for any previous payments and assign voucher numbers
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures

Samir ibrahim accounting office

Accountent

10/2019 - 11/2020

Accountant

Mohamed Hamouda accounting office

01/2017 - 06/2017

EDUCATION

Finance

Sadat academy for management sciences

09/2012 - 06/2016

SKILLS

SAP user

SAP accounting

Strategic financial planning

Advanced financial analysis

Account reconciliation

GAAP and statutory reporting

Financial statement expertise

Audit coordination

Forecasting trends

ACHIEVEMENTS

Egyptian Banking Institute - Introduction to Banking Course