



# MOHAMED ZAIN ELABEDEEN TAWFIQ

Address. Sharjah, UAE - NO. 0507742459 | [mozain413@gmail.com](mailto:mozain413@gmail.com)

## Accountant

### Experiences



**Camp Accountant & HR Assistant**  
**AL QARO ROADS CONTRACTING LLC - UAE**

**JANUARY 2023-Present**

#### Duties & Responsibilities:

- Cash Analysis
- Supporting Senior accountants
- Preparing Cash Vouchers
- Basic office tasks making memo, filing etc.
- Prepare Journal entries.
- Assist with accounts receivable.
- Assist with accounts payables.
- Checking of invoices.
- Managing the financial documents
- Collecting cash payments from tenants

#### **Assistant Accountant**

**FEBRUARY 2021-JANUARY 2023**

**ERC Transportation & General Contracting Co. LLC – UAE**

#### **- Duties & Responsibilities:**

- Cash Analysis
- Supporting Senior accountant
- Preparing Cash Vouchers
- Basic office tasks making memo, filing etc.
- Prepare Journal entries.



- General Ledger operations.
- Assist with accounts receivable.
- Checking of invoices.
- Managing the financial documents.
- Responsible for the receipts and payment.

## **Contracting Officer**

**June 2020 - December 2020**

### **Medi-Consult for Medical Consultations - Egypt**



#### **- Duties and Responsibilities:**

- Prepare contractual agreements using current research methods and a knowledge of a client's needs and ability to fulfill its requirements
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client
- Assist clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents i

– **Duties and Responsibilities:**

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- Assist clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents in a timely manner

### Education

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**Bachelor's Degree in Business Management:**

Arab Academy for Science, Technology and Maritime Transport  
(AAST), Egypt  
Overall Grade: Good (2013-2017)



### Courses

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Dec 2020	<b>Business research methods</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Oct 2020	<b>Managerial finance</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Oct 2020	<b>Operation and production management</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Feb 2020	<b>Human resource management</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Nov 2016	<b>Management information system</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Aug 2016	<b>Organizational behavior</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Jun 2016	<b>Corporate Strategies</b> Arab Academy for Science, Technology and Maritime Transport (MBA Program)

## Skills and Qualifications

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- ☐ Strong communication skills: effectively communicate with people across an organization.
- ☐ Capable of maintaining a strong attention to details.
- ☐ Able to self-manage and prioritize tasks, and always quick to learn new responsibilities.
- ☐ Great organizing and planning abilities.
- ☐ Conflict management and problem solving.
- ☐ Decision making and critical thinking skills.
- ☐ Building effective relationships with others.
- ☐ Leadership skills.
- ☐ Time Management skills.

## Other Skills

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### Computer skills:

- ☐ Excellent in Microsoft Office Word, Excel, Outlook, Visio and Power Point.
- ☐ Excellent in Internet Surfing.

### Language skills:

- ☐ Arabic: Native Language.
- ☐ English: Excellent command of writing, reading, and spoken.

## Personal Information

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- **Address:** Jebel Ali ,Dubai, UAE
- **Date of birth:** 18-08-1995
- **Mail:** [mozain413@gmail.com](mailto:mozain413@gmail.com)
- **Gender:** male
- **Phone:** +971507742459
- **Nationality:** Egyptian
- **Martial state:** single

**References: Available on request.**

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