



## TAHER MOHAMED AHMED GALAL

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### Objective

I want to improve my professional skills and experience , as well as an environment of confidence and teamwork. To grow with the company in an effective way with the rest of the team offering the best experience in products and services.

### Experience

- **Assets for accounting (Ahmed Mohamed Soliman)** 01/01/2021 - 31/12/2021  
Accountant & data entry  
Accounting and Auditing- analyzing the sales and purchase invoices of companies, on the foundations of companies, by submitting the monthly value-added declaration, by submitting the work-earning declaration, by filing the tax examination towers in the tax office, by submitting the annual income declaration for companies to the Tax Authority
- **Tamweely for microfinance** 09/01/2022 - 09/01/2023  
Teller and administrative assistant  
Assisting the client in all stages of disbursement from registering data and paying the down payment for the first installment with the delivery of the rest of the loan money.  
save& archive bonds,cheques and files signed by clients  
responsible for Delivery of bonds for clients who are financially distressed and unable to pay their installments to the lawyer  
To take the necessary legal actions.
- **Abo kamel office for accounting** 15/01/2023 - 15/03/2023  
Accountant & data entry  
Prepare reports needed by customers to present in the tax authority  
Calculate the general taxes and value added taxes for the customers to pay in tax authority
- **Finbi for microfinance** 19/03/2023 - 25/11/2023  
Accountant  
review the data entry of customers, guarantors and loan data  
confirmation of the names and amounts of customers and keeping the original of payment statement to prepare them for disbursement  
keeping bonds and cheques(if there) for customer and gurantors and keeping them inside the safe treasury  
preparation for daily reports  
responsible for implementation of depositing cash receipts from customers at the bank.  
responsible for the permanent custody of the branch.  
recieving cheques sent from the main center and delivering them to the beneficiary

### Education

- **Asyut university** 2019  
Bachelor degree of english commerce  
Fair

### Skills

- Communication skills
- Flexible
- Honest hard-working
- Sincere
- Didicated employee with professional attitude
- Computer skills in Microsoft office, windows, web search
- Responsible

- Teamwork skills

## Languages

- Arabic: mother tongue
- English:very good

## Personal Details

- Marital Status : Single
- Nationality : Egyptian
- Religion : Muslim

## Additional Information

Military service:completed

## Courses And Training

- Training for young programmers-60Hr- JDP
- English for effective communication -A2 on the common European frame work of reference (CEFR)-AUC
- Certified personal trainer -120Hr- IASST