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Dubai, United Arab Emirates

EDUCATION

Bachelor's degree in
management, Accounting
**Al Obour Institutes for
Technology**, CAIRO, EGYPT
September 1999 - June 2005

LANGUAGES

Arabic

Native

English

Intermediate

TAMER ELZUBEIR

PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Capable of handling detail-oriented work in methodical and organized fashion. Seeking challenging, growth-oriented position where field expertise, resourcefulness and diligence can make positive impact on business operations.

WORK HISTORY

August 2006 - Current

Egyptian small enterprise development foundation - Accountant, Cairo, Egypt

- Prepared monthly bank reconciliations and compiled reports for financial reviews.
- Analyzed monthly balance sheet accounts for corporate reporting.
- Generated invoices based on established accounts receivable schedules and terms.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Implemented internal controls to mitigate risk and ensure compliance with regulatory requirements.
- Personal dedication towards establishing and developing a career in the field of accounting/financial litigation.

SKILLS

- Payment Processing
- Financial reporting
- Account reconciliation
- Project budgeting
- Process Improvement
- Finance management