

Mohamed Mustafa

Accountant and cashier



Objectives

My goal is to join a work team that loves teamwork and needs my skills to achieve the company's goals, and to be an active member in a classy and successful system, through which I can develop my own capabilities and skills and I can participate in the growth of the entity to which I belong.

Personal Information

Address : Al Barsha - Dubai - UAE

Phone : (+971) 566337264

E-mail : allah.akbar650@gmail.com

Nationality : Egyptian

Date of Birth : 27 July 1984

Marital Status : Married

Languages

Arabic : %100

English : %75

• Education •

Bachelor of Commerce from South Valley University

- Department : Accounting - Graduation year : (2007).

• About Me •

An accountant and cashier with experience in managing financial operations and efficiently handling daily transactions. Possesses strong skills in preparing financial reports, monitoring accounts, and resolving issues related to invoices and collections. Proficient in using accounting software and point-of-sale (POS) systems, contributing to streamlined workflows and ensuring excellent customer service. Continuously strives to develop skills and stay updated with the latest advancements in accounting and financial services.

• Practical experiences •

- Worked at Al-Haram Exchange Company.
- Worked at Real Exchange Company.
- Worked at Al-Khaleej Exchange Company.
- Worked with contracting and financial securities companies.
- Worked at Combined Group Contracting Company in Kuwait.
- Worked at the Egyptian-Kuwaiti Mining Company.
- Worked at Rita Contracting and Equipment Rental Company in Kuwait.
- Worked at Pioneers Securities Trading Company.
- Worked at Al-Khaleej Exchange Company in Kuwait.

• Computer Skills •

- MS Word.
- MS Excel.
- MS PowerPoint.

● Functional skills ●

- **Financial Reporting and Analysis:** Ability to prepare budgets, analyze revenues and expenses, and generate accurate periodic financial reports.
- **Cash Handling:** Accurately collecting payments, providing the correct change, and ensuring all financial transactions are properly recorded.
- **Account and POS Management:** Recording financial transactions precisely using Point of Sale (POS) systems, issuing invoices, and preparing daily reports.
- **Customer Service:** Providing friendly and prompt service to customers and resolving issues related to transactions or financial inquiries.
- **Auditing and Verification:** Ensuring the accuracy of financial data and compliance with accounting standards and tax regulations.
- **Tax Preparation:** Calculating and preparing taxes in accordance with relevant laws and regulations.
- **Time Management and Working Under Pressure:** Ability to complete tasks efficiently and accurately, especially during peak times.
- **Maintaining Financial Records:** Organizing records, ensuring financial data is balanced, and preparing comprehensive reports for management.

● Personal skills ●

- Discipline in the laws governing work.
- Flexibility and ability to manage crises.
- Solve problems individually and work together.
- The ability to work under pressure.
- The ability to use a computer.
- Understanding and dealing with superiors.

● HOBBIES ●

Reading



Writing



Sports



Travel



References Furnished Upon Request

The last update of the data : (18 November 2024)

Mohamed Mustafa

Accountant and cashier