

Mustafa Hassan Ibrahim Mustafa

PERSONAL DETAILS

Dubai, UAE
Born on May 1st 1986, Egypt
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EXPERTISE

Supervision	Motivated to learn new programs	Planner
Organizational	Innovative	Problem solver
Teamwork	Simplifies complex problems	Multiple objectives
	Logical thinker	Focused and detail oriented

EDUCATION

Bachelor of Commerce, Accounting Dept. Beni-Suef University, Cairo, Egypt, 2009

PROFESSIONAL EXPERIENCE

- Experienced in all aspects of accounting like accounts receivables, payroll administration, bank reconciliation.
- Corporate Accounting experience acquired through professional and academic background.
- Established and maintained an effective system for analyzing and reporting on operating and capital expenditure.
- Strong written and verbal communication and professional copy-editing.
- Advanced computer skills, including Excel, Word, and Power point.

Accountant, First Med Day Surgery Center - Dubai, UAE (May 2017 – March 2019)

- Experienced on Wintrade Software for accounting & Capsule & tablet10 for Medical Software.
- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documented financial transactions by entering account information.
- Prepared special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintained customer confidence and protects operations by keeping financial information confidential.
- Liaised with various clients from government and banks.

Accountant, Dallah Trans Arabia company,(Saher project) Jeddah , Saudi Arabia (Mar.2015– Nov. 2016)

- Regular accounts on Oracle software.
- Supplier's accounts and follow-up.
- Treasury constipation.
- Prepared payments by verifying documentation, requesting disbursements, prepare checks and delivered.
- Follow up bank guarantees.
- Liaised with managerial staff, colleagues and clients.

Accountant, Gulf Medical tasks Company, Jeddah, Saudi Arabia (Dec. 2013 – Feb. 2015)

- Preparation of customer and supplier accounts.
- Follow up supplies and branches.
- Preparation reports, business plans, commentaries and financial statement.
- Prepared payments by verifying documentation and requesting disbursements.
- Annual inventory of assets and other.

Accountant, Kayan Medical Center, El-Ehsaa, Saudi Arabia (May 2011 – Nov. 2013)

- Experienced on ORACLE Software for accounting.
- Prepared asset, liability, and capital account entries by compiling and analyzing account information.
- Documented financial transactions by entering account information.
- Prepared special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintained customer confidence and protects operations by keeping financial information confidential.
- Liaised with various clients from government and banks.

Accountant, Salamouny Company for Import and Export, Cairo, Egypt (July 2008 –Apr. 2011)

- Documented financial transactions by entering account information.
- Follow-up customers pay.
- Prepare and verify daily reports.
- Follow-up to the arrival of shipments to customers.
- Preparation of payroll and wages.

Assistant Accountant, Mustafa Gaderlarb Accounting Office, Cairo, Egypt (Aug. 2009 – Dec. 2010)

- Worked with spreadsheets, sales and purchase ledgers and journals.
- Prepared statutory accounts.
- Calculated and checking to make sure payments, amounts and records are correct.
- Sorted out incoming and outgoing daily post and answering any queries.
- Managed petty cash transactions.
- Controlled credit and chasing debt.
- Reconciled finance accounts and direct debits.

Training, Bank for Development and Agricultural Credit, Cairo, Egypt. (July 2007 – Aug. 2007)

TECHNICAL SKILLS

MS word, MS Excel, MS Power Point, Access, ORACLE, Mahtaseb, Win trade, Capsule.

OTHER INTERESTING FACTS

- Member of Egyptian Syndicate for Accountants (2010 to present)
- Saudi and Egyptian driving license.