

# Mostafa Magdy Mostafa Amen

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- Al Salam , Cairo, Egypt
- 01550522038
- Mostafa-Magdy00@outlook.com



## Objective

- An ambitious and proactive Accountant seeking a challenging career in accounting field with powerful communicational, analytical and leadership skills.

## Education

- Bachelor of Commerce Accounting Major, Zagazig University. (2020)
- Computer skills: ICDL  
(Computer & Internet Essentials – Microsoft Office (Word- Excel- PowerPoint))

## Experience

- **Store accountant : Red Sea International Contracting Company** (2021 : On the job)  
(A project to construct a sewage plant with a capacity of 8000 m3 in the Mansoura governorate in the sherbin Center)



## Accounting Skills

- Full knowledge of the documentary cycle and its implementation.
- Preparing purchase orders.
- Preparing addition and exchange permits.
- Accounting cycle.
- Recorded transaction in the journals.
- Post journal entries to general ledger.
- Prepare trial balance.
- Adjust the general ledger accounts.

## COURSES

- 1-Professional Financial Accountant Diploma (PFAD) from EGTrainers Corporate Financial, Taxes, Construction Accounting, Accounting using Excel program, Introduction to ERP( Oracle Financial ,)Peachtree program, QuickBooks program .
- 2- Electronic Accounting Diploma in Information Systems Institute - Armed Forces - Ministry of Defense.  
Accounting using Excel program, Introduction to ERP ( Oracle Financial , Peachtree program, QuickBooks )

## Languages

- Arabic : Native language.
- English: Good spoken and written command.

## **Personal Traits**

- Hard working.
- Responsible.
- Attention to details.
- Positive thinker.
- Work oriented person.

## **Personal information**

- Nationality: Egyptian.
- Military status: Exempt.
- Marital status: Single.

## **References**

- Available upon request.