



# khalil mostafa khalil mostafa

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## Objective

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Seeking a position as an accountant where extensive experience will be further developed and utilised. Extensive experience to the credit.

Also, preserving the company secrets.

## Work experience

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### Electronic centers for car services

January 2018 — I still work

#### Reception Accountant

- Performed general office duties and administrative tasks.
- Prepared weekly confidential sales reports for presentation to management.
- Managed the internal and external mail functions.

### DC Systems, DC

March 2003 — June 2005

#### Accounting Assistant

- Administered online banking functions.
- Reduced credit period from 90 days to 60 days.
- Managed payroll function for 140 employees.

## Qualifications

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Bachelor's degree, High Institute for Cooperative and Administrative Studies.

## Interests

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Music fl studio , Reading , Painting .