

# Mohamed Awad Farahat

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## Personal Data

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- ✚ Date of Birth: 28 April 1993
- ✚ Nationality: Egyptian
- ✚ Marital Status: Single
- ✚ Military service: Completed

## Trainings and Courses

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- ✚ The professional approach for accounting practices with application on computerized system at IBCON.
- ✚ General accounting at Badr El Din Petroleum Company
- ✚ English Course, according to the Ministry of Defense Language Institute.
- ✚ ICDL Course, according to Ministry Of Communication.

## Work Experience

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### 1- Accountant at Royal For industry&Trading Company

(2018 - Present)

#### Job Responsibilities:

- ✚ Prepare Tax Examination Files , Withholding Tax and VAT Return
- ✚ Prepare the journal entries and record it on the system.
- ✚ Complete general ledger operations.
- ✚ Draw up monthly financial reports.
- ✚ Assist with year-end closings.
- ✚ Receive and verify purchase invoices.
- ✚ Recording all the data of the invoices
- ✚ Auditing invoices before issuing checks.
- ✚ Prepare different tax forms.
- ✚ Maintain listing of accounts payable.

## 2- Associate Auditor at Auditoria

(2017 – 2018)

### **Job Responsibilities:**

- ✚ Collect and analyze data to detect deficiency controls, duplicated information, extravagance, fraud, or non-compliance with laws, regulations, and accounting principles.
- ✚ Inspect account books and accounting systems for efficiency, effectiveness, and use of accepted accounting procedures to record transactions
- ✚ Deliver a full range of tax services in compliance with laws and regulations within time frame.

### **Education**

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- Faculty of Commerce, Ain Shams University. 2012-2015
- Department: Accounting

### **Skills**

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#### **Computer Skills**

Very good knowledge about **ERP** system and Microsoft Office (Excel, PowerQuery, Word and PowerPoint).

Good Knowledge of **IT** Skills

#### **Language**

- **Arabic:** Mother Tongue.
- **English:** Very good at Writing, Listening, Reading and Speaking.