

Ali Abdelghani Mourad Ali

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Nationality: Egyptian

Career Objective

To have a job that would enable me to use my talent and skills as well as contribute to organization's goals and which would provide excellent opportunities for career advancement and personal growth.

Professional Experience

❖ **Job Title:** Senior Accountant

Organization: Monginis for foods & services

Dept.: Financial Dept.

Duration: Feb 2015 till now



Responsibilities:

- Reviewing bank accounts and making its journal entries.
- Preparing bank settlement note in monthly way.
- Preparing salaries journal entries for each department in the whole company.
- Making settlements' for the customers, suppliers and general accounts.
- Preparing journal entries for fixed assets and its depreciation.
- Reviewing cash flow as appropriate company's commitments.
- Preparing outgoings & banks reports analysis.
- Preparing full financial statements.
- Reviewing sales & production departments' salaries.
- Al Motakamel Oracle ERP.

❖ **Job Title:** Accountant

Organization: Almostafa for food industries

Duration: Feb 2013 to Dec 2015

Duration: Jan 2013 to Aug 2013

Responsibilities:

- Preparing journal entries for customers, suppliers & treasury.
- Transfer journal entries to balance sheet.
- Preparing trial balance.
- Participating in the annual inventory.
- Preparing adjusting entries.



❖ **Job Title:** Accountant

Organization: Rabwa for food distribution

Duration: Jul 2011 to Jan 2013



Responsibilities:

- Preparing journal entries for the general accounts.
 - Reviewing sales agents.
 - Reviewing customers' statements of accounts.
 - Preparing adjustments' entries for sales agents.
 - Stocktaking and treasury inventory.
 - Alameen system.
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Educational Qualifications:

Bachelor degree in accounting from the faculty of Commerce 2011

Accounting Skills:

I acquired during my years of working in the field of accounting of experiences and still do.

- Preparing full financial statements.
- Preparing adjusting entries and final accounts.
- Preparing all kinds of tax declarations.
- The ability to set up an accounting system for businesses.
- The ability to record in the accounting books and preparing all kinds of journal-entries accounting for all accounts and the entire session.
- Oversight of procurement and stores by documentary court cycle inventory and recorded different ways.
- Documentary session of the purchases and stores purchase order, preparing Offers rates, the issuance of a purchase order, receipt of the invoice from the supplier, testing and receipt of the minutes, then add our store.
- Control of fixed assets by recording fixed assets at cost and proved correct.
- Depreciation of fixed assets in all the different depreciation.
- Preparation of final limitations and restrictions inventory settlement.
- Preparation of financial statements the income statement and balance sheet.
- Representations of income tax preparation.
- Prepare notices discount model 41.
- The ability to prepare an accounting integrated system on Excel program
- Preparation daily movements of banks. And adjustments. And preparing an accounting system for Excel banks. Preparation of the settlement memorandum for banks
- The ability to deal with all the computer programs

Language Skills:

- Arabic: Native.
- English: Good in speech, writing and reading.

Competences:

- Ability to interact with different people of different ages, groups and levels.
- Ability to work independently and as a member of a group and also able to work under pressure with high performance and effectiveness.

- Accurate, honest, ambitious, motivated, effective and active.
- Customer services.
- Time management.
- Meeting management.
- Communication & Presentation skills.

Computer Skills:

- Al Motakamel Oracle ERP.
- Alameen system.
- Knowledge of Microsoft Windows XP
- Competent user of Microsoft office package (ICDL)
Windows, Word, Power Point, Access and Excel
- Knowledge of Internet and E-mailing
- Good user of computer software and hardware
- Competent user of Accounting Software Commercial Excel, Comrade ERP.

Training

- Head of Accounts workshop from Oct 2017 to Dec2017 at RS financial
- Accounting workshop from Aug 2017 to Sep 2017 at RS financial
- Course in the English Language until the sixth grade. August 2010- March 2011
- ICDL Computer - August 2010
- 5- Diploma destruction accountant of the Egyptian Group For accounting and auditing. - August 2012- October 2012
- 6-Course IT`S ALL About Me (soft skills)- may 2016
- I am working as a part time since my graduation in accounting offices-Hamdy Ali of Accounting and Auditing- Jan2016 till Dec 2017

Personal details:

Date of Birth: 02.01.1988
 Employment Status: Full time
 Marital status: Single
 Nationality: Egyptian
 Military Status: Postponed