**Ehab Abd El-Rahman Zaki**

**Mobile: +971 50 585 4924**

**Email: ehab138@hotmail.com**

**Personal Information:**

Full name : Ehab Abd El-Rahman Zaki

Place and date of birth : Egypt– 13/08/1983

Nationality : Egyptian

Address : Abu Dhabi

Gender : Male

Marital status : Single

Mobile : +971 50 585 4924

Current status : Residence

Drive license : UAE License (Valid till 23-09-2018)

**Special Courses:**

* IELTS Certificate Holder from British Council. (Valid till 07-01-2014)
* Accounting Course from Accountants Training Academy.

**Technical Skills:**

* Knowledge in the most common applications like Windows 98 to Windows Vista
* Full knowledge in Internet browsing
* Full knowledge in MS Office, ( Word, Excel, PowerPoint, Outlook )

**Education:**

Faculty of Commerce Ain Shams University, Accounting major.

##### Languages:

1. Arabic : Mother language
2. English : Fluent (IELTS Holder)

**Objective:**

Fulfilling my ambition in a challenging and dynamic position, that allows me to utilize my academic and professional background.

**Skills & Capabilities**

* Hu­man relations and interpersonal skills
* Excellent communication skills
* Work under pressure and without supervision
* Ability to work with team
* Hard-working, conscientious, loyal, creative
* Present positive company image
* Accept challenges and achieve career/company objective

#### [Related Work Experience](http://www.jobweb.com/resources/library/samples/justindesc.htm#experience)

1. **Inteltec Emirates LLC Dec’2012 – Jan 2015**

Dubai – UAE

**Job title**: Senior Accountant

**Job description:**

\* Prepare monthly financial statements, reports and records by collecting, analyzing .

\* Responsible for general ledger.

\* Fixed asset processing and reporting.

\* Maintain bank accounts by requesting disbursements..

\* Review bank statements.

\* Research and reconcile all discrepancies.

\* Auditing and verifying documents.

\* Following internal controls.

\* Completing data backups.

\* Assist the Financial manager as he required.

\* Make Unbilled Report at the End of Each month.

\* preparing monthly accrued expenses report , enter in accounting software

\* Open the cost centers for each site , preparing the monthly cost report for each project

**SUPERVISORY DUTIES:**

\* training employees.

\* Planning, assigning, and directing work.

\* Coaching and appraising performance.

\* Rewarding and disciplining employees.

\* Addressing complaints and resolving problems

1. **Mohammed Bin Zayed City Co-Operative Oct’2009 – Nov’2012**

Abu Dhabi – UAE

**Job title**: Accounts Receivable – Credit Control- Collection

**Job description:**

\* Preparing The Invoices for the Customer & arrange to deliver it.

\* Enter the Invoices in The Accounting Software “Alpha” and update the Customer data & outstanding

\* Vigorously follow up the payment. When received update the “Alpha” and Customer Data accordingly.

\* Monitor the customers’accounts & control the credit limit for each customer

\* receive the new customer credit application request & necessary verification on it and reprt the . result to the finance manager

\* Assist the Financial manager as he required.

\* Reporting related Accounts Receivable to Accounts Manager & Related Sales Manager .

\* Holding the petty cash , enter related expenses in the accounting software

\* Follow up the store related accounts ( GDN , GRN )

**3- Tanzifco Emirates LLC Oct’2006 – Oct’2009**

Abu Dhabi – UAE

**Job title**: Accountant

**Job description**:

* Basic Accounting entries link payment vouchers, journal vouchers. Receipt vouchers.
* Monthly Bank Reconciliation.
* Preparation monthly salary for administration and labors .
* Holding the petty cash.
* Follow up customers & suppliers accounts.
* Preparation of the monthly invoices.
* Preparation receivables & payables record.
* Preparation of trial balance, profit and balance sheet (Finalizing the accounts independently).
* Dealing with Internal, External Auditors and Banks.
* Preparation of Monthly Reports (Income & Expenses) for the projects .

**4- El Salam Company Jul’2005 – Sept’2006**

Cairo – Egypt

**Job title**: Accountant

**Job description**:

* Follow up the store accounts
* Holding the petty cash.
* Preparing the salaries.