

JASMIN MESIAS ELSAYED

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OBJECTIVE:

- Seeking a position that will fit my qualifications and skills
- To expand more my knowledge and skills in accounting or in business cycle
- Career improvement

EXPERIENCES:

AMERICAN HOSPITAL CLINICS

Doha, Qatar

Accountant

April 22, 2020 – June 01, 2021

RESPONSIBILITIES

- Assists senior accountant in daily activities.
- Making daily journal entries.
- Preparing daily and monthly doctors income.
- Preparing balance sheet, profit and loss and other reports needed by finance manager.
- Reconciling cash and credit card payments daily.
- Assists in yearly audit as per auditor's requirements.
- Communicate effectively with the staffs or co-employees.
- Doing banking transactions such as online payments.
- Preparing monthly payroll thru WPS
- Filing of vouchers such as journal and check vouchers.
- Other tasks that may assigned from time to time

ENCIRCLE HOME

Doha, Qatar

Accountant

July 16, 2018-April 15, 2020

RESPONSIBILITIES

- Handling 4 nurseries such as Lifetime Nursery / Kidzone Nursery 1 / Kidzone Nursery 2 and Kidzone Nursery 3
- Making daily journal entries for 4 nurseries.
- Preparing balance sheet, profit and loss, statement of cash flows and other reports needed by finance manager.
- Assist in preparing budget.
- In-charge for month end and year end closing.
- Assists in yearly audit as per auditor's requirements.
- Communicate effectively with the staffs or co-employees.
- Doing banking transactions.
- Preparing monthly payroll thru WPS.
- Encoding monthly invoices for clients.

- Filing of vouchers such as journal and check vouchers.
- Other tasks that may assigned from time to time

AL WATANYAH HOLDING
Doha, Qatar
Accountant
July 11, 2016-July 15, 2018

RESPONSIBILITIES

- Prepares daily cash report to be sent to finance manager and related companies.
- Preparing balance sheet, profit and loss and other reports needed by finance manager.
- In-charge for month end and year end closing.
- Assists in yearly audit as per auditor's requirements.
- Communicate effectively with the staffs or co-employees.
- Doing banking transactions.
- Preparing monthly payroll thru WPS.
- Preparing various schedules such as prepayment and depreciation.
- Preparing monthly invoices for clients.
- Filing of vouchers such as journal and check vouchers.
- Other tasks that may assigned from time to time

SK ENGINEERING & CONSTRUCTION CO. LTD.
Abu Dhabi, United Arab Emirates
Accounting/Admin Assistant
Sept. 21, 2011 – December 31, 2015

RESPONSIBILITIES

- Prepares daily cash report to be sent to Korea
- Handles petty cash
- Prepares cheques
- In charge for releasing of cash and cheques
- Bank transactions
- Monitoring or checking of various expenses
- Prepares schedules such as Accounts Payable and Prepayments
- Assisting making payroll thru WPS
- Reconciles balances with suppliers and entertain inquiries
- Prepares journal entries
- Prepare vouchers
- Liquidation of advances of employees
- Assists in preparation of budget
- Filing of vouchers
- Other tasks that may assigned from time to time

NENAR CONTRACTING & GENERAL MAINTENANCE LLC
Abu Dhabi, United Arab Emirates
Secretary cum Accountant
June 07, 2009 – Sept. 20, 2011

REGULAR DUTIES

- Prepare inquiries, LPO's, quotations and letters for various suppliers
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for word processing, excel and other applications
- Application of visas for our employees

- Answer telephone calls and sending emails
- Prepares cheques for payments of suppliers
- Prepares payroll through WPS
- Manage petty cash account; prepares reimbursements, cash advances and liquidation for employees; prepare petty cash voucher and replenishments
- Responsible for the bank transactions such as deposits, withdrawal, opening of company accounts, employees accounts, etc.
- Collect and disburse funds from cash accounts, and keep records of collections and disbursements
- Follow-up accounts receivable and handle accounts payable
- Bank reconciliations
- Other duties as assigned

JAKA INVESTMENTS CORPORATION
Accounting Assistant
May 2004 – March 2009

BASIC FUNCTIONS

- Prepares timely and complete accounts payable vouchers and check vouchers for various companies and enters data into computer system using defined computer programs (SAP)
- Prepares check and vouchers for payments
- Prepares bills for charges to affiliates
- Reconciles balances with suppliers, contractors and entertain inquiries
- Prepares petty cash replenishment
- Prepares journal entries for liquidation of cash advances
- Coordinates with purchasing regarding suppliers complaints
- Prepares governmental reports
- Reconciles vendors statement of accounts, and discrepancies
- Maintain files and documentation thoroughly and accurately

EDUCATION

2000 – 2004	Jose Rizal University Mandaluyong City, Philippines B.S. Accountancy
1995 – 1999	Mandaluyong East High School Mandaluyong City, Philippines
1989 – 1995	San Joaquin Central School Palo Leyte, Philippines Graduated Honorable Mention

KEY COMPETENCIES

- SAP knowledge
- Quickbooks
- Sage
- Focus