**Mohamed Saad Radwan Elsayed**

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## Personal Information

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| ***Date of birth:*** | Feb 3 ,1987 |
| ***Place of birth:*** | tanta, Egypt |
| ***Nationality:*** | Egyptian. |
| ***Gender:*** | Male. |
| ***Address:*** | tanta,el gharbiea , Egypt |
| ***Social Status:*** | Single. |
| ***Religion*** | Muslim |
|  |  |
| ***Military Service:*** | temporary relief |

## Education

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| ***University Degree*** | B.Sc. Commerce. |
| ***University*** | tanta University. |
| ***Major*** | Accounting |
| ***Graduation Year*** | May 2008. |

## Training Areas & Accounting courses

1. ICDL (International Computer Driving License).
2. **Syllabus Version: 4.0**
3. Qualified Accountant Diploma by (Peachtree& Excel).
4. **With a merit of: Excellent**
5. Working Areas

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| ***Previous job1*** |  |
| ***Job Title:*** | Accountant |
| ***Company:*** | ***Asharq al awsat For Reconstruction and Development*** |
|  | ***Alex - Egypt*** |
| ***From:*** | August 2009 |
| ***To:*** | Jan 2012 |
| ***Job Description:*** | * Journal entry, posting to general ledger and making trial balance. * Managing cash, receivable and inventory * Making monthley reports about operaiton |
|  |  |
| ***Previous job2*** |  |
| ***Job Title:*** | Accountant |
| ***Company:*** | ***Al motakamla company Foodstuff***  ***Tanta . Egypt*** |
| ***From:*** | april 2012 |
| ***To:*** | June 2012 |
| ***Job Description:*** | * Record sales and inventory control * Continue deposits and bank accounts * Follow-up customer balances |
| ***Previous job3*** |  |
| ***Job Title:*** | Senior Accountant |
| ***Company:*** | ***AL . KAYED BROS.CO***  ***Sakaka . Saudi Arabia*** |
| ***From:*** | Jun 2012 |
| ***To:*** | Jan2015 |
| ***Job Description:***  ***Current jop***  ***Job Title:***  ***Company:***  ***From:***  ***To:***  ***Job Description:*** | * Follow-up to the financial position of the company and follow-up bank balances and customers, suppliers . * Review bills and sub​​-contractors, suppliers and register their accounts and follow up their balances * Directing and distribution expenses to cost centers * Review salaries - permits exchange of cash and checks * Follow the company's assets -make Reconciliation banks * Participate in the preparation of the annual financial statements (Trial balances -income statement – Budget- Statement of Cash Flows)   /  Chief Accounts  ***MAHA AL –QAHTANI .CO***  ***riyadh . Saudi Arabia***  Mar -2015  now  • Distribution business on the Financial Management Accountants  • Follow-up to the financial position of the company and follow-up bank balances and customers, suppliers .  • Review Directing accounting for entries  • Follow-up suppliers, customers and their accounts and remove any differences if any  • Follow-up with other departments that serve the interests of working with financial management (Sales Management - Marketing - ………)  • Follow the company's assets -make Reconciliation banks  • Make the annual financial statements (Trial balances -income statement – Budget- Statement of Cash Flows)  • Follow the financial information system to ensure provide accurate information in a timely manner in order to make management decisions |

## Computer Skills

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| ***Programs*** | Professional Excel  Ready Accounting Software(peatchtree – al-shamil - Great Plains ) |
| ***Internet*** | good in this field and all connection may serve it. |
| ***Maintenance*** | Most tasks required. |
|  | And other services programs.  Use and maintenance of computer efficiently |

## Languages

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| --- | --- |
| ***Arabic*** | Mother tongue |
| ***English*** | good reading and writing |

## Job objective

Seeking a position in a large company to meet the financial needs and the development of existing experiences and gain more experiences .

## Other Skills

* Familiar with modern adminstration systems.
* Good communication skills & ability to work in a team.
* Very good analysis and troubleshooting abilities.
* Hard working and used to working in shifts.

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