**Mohamed Saad Radwan Elsayed**

**Cell Phone:**(+966) 560785038

**E-mail: mohamedsaadradwan@gmail.com**

## 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
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|  |  |
| ***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
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| ***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 -2015now• 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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