

El Sayed Tariq Mohamed Kamel



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Summary

Experienced with all categories of accounting, Well-versed in banking field, Strong background in taxes, Banking, Treasury, Creativity, loyalty, Leadership, Time Management, Solving Problems, Ambitious, Quick witted and learning, Hardworking, Working under pressure, Working as a team.

Education

Bachelor of Commerce – Accounting – Kafr Elsheikh University.

05/2020

Work

Al Tahhan Company for Contracting.

05/2020 - Present

Job Responsibilities

- Posting and processing journal entries to ensure all business transactions are recorded.
- Preparing Reports on the company's financial health and liquidity.
- Preparing payments by verifying documentation and requesting disbursements.
- Preparing tax documents, Computing taxes, preparing tax returns and issuing invoices electronically.
- Updating accounts receivable and issuing invoices.
- Updating financial data in databases to ensure that information will be accurate.
- Making Daily reconciliation of bank accounts online and Retail credit/debit cards activities.
- Monitoring/troubleshooting Cash Over/Short, Credit Card Chargebacks, and Payouts.
- Assisting in reviewing of expenses, payroll records etc. as assigned.
- Assisting in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Assisting with other projects' accountants.
- Auditing financial transactions and documents.
- Appropriating recording and analysis of revenues and expenses.
- Following Bank facilities And LGS' situation.
- Reinforcing financial data confidentiality and conduct database backups when necessary.

Personal Skills

- Office.
- Accounts Receivables & payables.
- Accounting.
- Payroll.

Languages

- Arabic.
- English.