



# Mohamed Mousa Kamar

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## **Objective**

Get involved in the business field to acquire required skills and experience to grow professionally and expand my knowledge. Utilise my previous experience in other fields for better implementation.

## **Professional Experience**

October 2021 – March 15, 2022      Sofra Istanbul Restaurant – Abu Dhabi  
Accountant

### **KEY RESPONSIBILITIES**

- ♦ Generate lists of properties that are compatible with tenant/landlords needs and financial resources.
- ♦ Contact the daily assigned leads by the company.
- ♦ Qualify the tenants' requirements to match with the proper units in coordination with the units controllers.
- ♦ Accompany tenants during visits and inspection of property advising them the value of the unit they are visiting.
- ♦ Maintain ideal and proper level of customer services.
- ♦ Weekly and monthly review for the assigned leads with the line manager

2017 to 2020      Obour Land Company for Food Industries- Egypt  
Accountant

### **KEY RESPONSIBILITIES**

- ♦ Record financial transaction from the reality of the supporting documents manually or automatically so that it includes all these operations according to the sequence of their occurrence and their historical type.
- ♦ Monitor the company expenses and revenues.
- ♦ Prepare leaves for employees and workers with coordination between them to avoid any distraction to work.
- ♦ Review contract between company and customers and review the subject files.
- ♦ Manage payments, guarantees and any other conditions and ensures proper filing of contracts.

- ♦ Follow up on tax affairs and compliance with federal regulations.
- ♦ Follow up payments with banks and banking transactions.
- ♦ Follow up on payment of employees' salaries and advance salaries matters.

## **Qualifications**

2013 -2017      **bachelor's degree**, in Commerce Accountant – Zagazig University

## **Competencies**

- Interpersonal & communication skills
- Ability to work individually and within a group
- Ability to work with SAP and Microsoft office

## **Personal Profile**

Name	: Mohamed Mousa Kamar
Nationality	: Egyptian
Date of Birth	: 18/9/1995
Contact Numbers	: 0522464337
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