



Mohammed Shalaby Mohammed



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Objectives:-

- Seeking to find a secure, rewarding and challenging position that will allow me to utilize my technical, organization and communication skills to help you and your company grow and succeed

Work Experience:-

- **(Queen Of Mahshi Restaurants)** **(1jan21 - Present)**
 - **Restaurants manager, Accountant**
 - **Responsibilities:**
 - Match bank transactions with company records and accounts receivables closing
 - Prepare balance Record all payments and track late payments
 - Updating Customer Invoices
 - Record daily transactions on the system
 - Respond to customer inquiries
 - Reconcile customer statements and correct discrepancies as necessary
 - Liaising with confirmations to branches
 - Prepare monthly profit and loss report
 - Follow up, collection and allocation of payments into system
 - Carry out collection and reporting activities according to specific deadlines
 - Prepares sales adjustments/Sales returns.
 - Review and monitoring collection process for payments
 - Prepare bank deposits and reconcile on system
 - Prepare, tax return, any required reports.
 - Monthly bank reconciliation
 - Monthly closing accounts and assures that the all balances are matched with the trail balance.

- (BETA SOLUTION FOR MEDICAL SUPPLIES)

(4Dec19 Till 26Dec20)

○ Accountant ,Store supervisor

○ Responsibilities:

- Data enter invoices for payment
- Prepare batches of invoices for data entry
- Receive and verify invoices and requisitions for goods and services
- Follow-up customers and collection into system
- Monitoring customers and vendors account details

AL KADY FOR IMPORT LAPTOPS AND COMPUTERS

(30Jun18 Till 1Dec19)

○ Store keeper

○ Responsibilities:

- ensure uninterrupted supply of materials and stores without delay to various production and service departments of the organization.
- prevent over-stocking and under-stocking of materials.
- checking all materials in terms of quality and quantity.
- minimize storage costs.
- ensure effective and continuous control over materials.
- ensure optimal utilization of available storage space and workers engaged in storekeeping processes.
- protect materials from loss and wastage due to defective storage.
- identify and locate materials in storerooms without delay.
- develop a system that provides complete and up-to-date information about all stored items

Education:-

- Graduated from Faculty of Commerce Mansoura University 2018, Grade Good

Training:-

- Petroleum Pipeline Company in Tanta from 2/7/2017 To 31/7/2017

Courses:-

- • Professional Accountants at Mansoura University from 17/8/2017 To 26/10/2017
- • Accountants' Preparation at Mansoura University from 14/9/2017 To 24/9/2017
- • Book-Entry at Mansoura University from 28/9/2017 To 8/10/2017
- • Quick Books at Mansoura University from 28/9/2017 To 8/10/2017
- • Peach Tree at Mansoura University from 12/10/2017 To 26/10/2017
- • IC3 at Mansoura University from 11/2/2018 To 11/4/2018

- • HR at Mansoura University from 11/2/2018 To 11/4/2018
- □ Conversational English (Listening/Reading/Writing/Speaking) from Harvest from 20/3/2018 To 20/4/2018

Languages:-

Arabic: Native Language.

English: Fluent

Skills:-

▪ Technical Skills:

- Excellent User of MS Applications (Word , Excel, PowerPoint and Outlook)
- Oracle Financial R.12 (End User)
- Sapaad,foodi System
- Financial ERP System

▪ Personal Skills:

- Ability to Work in a team
- Working under pressure
- Punctual
- Eager
- Self-motivated
- Communication skills
- Ambitious
- Hardworking
- Flexible
- Responsible

Personal Data:-

- **Date of Birth:** 21 July 1996
- **Military status:** completed
- **Nationality:** Egyptian
- **Marital Status:** Single
- **License:** available

Reference:-

Will available upon request