



Ibrahim Mouein Elhadj Moussa

Dubai, UAE

Mobile: + 971 50 8099055

Email: Ibrahim.mouein@gmail.com

Profile :

I have acquired Seven years of diversified experience in Accounting and administration. I am focused on supporting all the general Accounting Requirements and HR of the business unit managers, team leaders and employees in a contracting company.

Personal Information

Date of Birth: 18/06/1990

Nationality: Palestinian

Marital Status: Married

Education:

Bachelor of Science in Business Administration.
Ajman University of Science and Technology (AUST)

Ajman, 2013

Work Experience:

AL- Mawqee Alum & Glass Contracting L.L.C

Sep 2017 – Present (UAE)

Skills

- *Bilingual:*
Arabic and English
- *Computer Literate*
- *Problem-solving*
- *Cultural awareness*
- *Motivated team player*
- *Able to work under pressure*
- *Time management*
- *Leadership*
- *Build Relationship for long term*
- *Driving license*

Senior Accountant

- Create and Update the Account Payable and Account Receivable.
- Create and Update the Financial Statement including income statement, Balance Sheet, Cash Flow, change in equity and Notes.
- Monitor The Bank Statement and Reconcile the Addition & missing Data.
- Strong Knowledge in QuickBooks ERP Software.
- Monitor The VAT in, Output, Return and Submit the Report Quarterly.
- Maintain The Project Progress up to Date and matching with quantities table.
- Monitor the inventory with adjusting entries Day to Day.
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleague when its necessary.

Al- Mawqee Building Contracting L.L.C

Feb 2014 – Sep 2017 (UAE)

Accountant

- Create and Update the Journal Entries, Ledgers, Trial Balance.
- Monitor The Adjustment Entries and Reconcile Them when necessary.
- Handling The Petty Cash Day to Day.
- Monitor The Payroll Such as, attendance, over time, absence, Salaries, annual leave and end of service.
- Strong Knowledge in Advance Excel, Pivot Table and lookup.
- Manage agendas/travel arrangements/appointments etc. for the top management
- Manage phone calls and correspondence (e-mail, letters, packages etc.).
- Track stocks of office supplies and place orders when necessary.

References

Available upon request

