



# Eslam Zaki Hamed

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**Driving License:** UAE

**Marital Status:** Married

**Visa Status:** Visit Visa

**Nationality:** Egyptian



## Work History

2017-11 -

Current

### General Accountant

Mega Store for Mobile Accessories, Mansoura, Egypt

- **Financial Record-Keeping:** responsible for accurately recording financial transactions. This includes entering data into accounting software, maintaining ledgers, and ensuring that all financial records are organized and up to date.
- **Data Entry and Coding:** coding and categorizing financial transactions, ensuring that they are properly classified for reporting.
- **Bank Reconciliation:** Reconciling bank statements with the company's financial records. This helps identify discrepancies and ensures that the company's cash balances are accurate.
- **Accounts Payable:** managing accounts payable, which includes processing invoices, verifying expenses, and making payments to suppliers and vendors.
- **Accounts Receivable:** Handling accounts receivable involves tracking customer payments, sending out invoices, and following up on overdue payments.
- **Financial Reporting:** assist in Preparing basic financial statements such as income statements, balance sheets and Trial balance.
- **Documentation and Filing:** Maintaining organized and secure records of financial documents and transactions is vital for easy retrieval and compliance.
- **Communication:** Maintain good working relationships with all external stakeholders and escalate any issues appropriately.
- **Administrative Tasks:** Handling administrative duties related to sales, such as managing paperwork, contracts, and invoices.
- **TAX:** Prepare the tax requirements and assist in the tax audit performed by the Authorities.
- **Petty Cash:** Maintain and update daily petty cash records and ensure accurate cash transactions are made with supporting documentation.



2014 -  
2017-10

## Accountant

AL\_Zarooni Real estate, Dubai

- **Update accounts receivable,**

- (1) receive payments & Deposit it in the bank.
- (2) Prepare Invoices, Receipt & Payment Vouchers.
- (3) review returned cheques.
- (4) Registration of rental contracts.
- (5) Reconciliation tenants accounts who want to evacuate the units.
- (6) Prepare weekly and monthly reports on the status and performance of leasing, vacancy, and renew activities.

- **Update accounts payable,**

- (1) Review suppliers' invoices for appropriate documentation and taking necessary approvals and processing payment.
  - (2) Verified vendor accounts by reconciling monthly statements to ensure payments are up to date.
- Monitor the recording and payment of recurring expenses like Etisalat, Dewa, Sewa etc.
  - Report cash balances and perform bank reconciliations on a monthly basis.



## Education

2012

### Bachelor's in accounting, Faculty of Commerce, Accounting And Finance

Mansoura University - Mansoura, Egypt



## Software

MS Office



QuickBooks



Social Media



Computer Skills



## Languages

Arabic



English

