

Mostafa Behairy

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Objective

To Demonstrate and build my expertise as Accountant in an organization that will not only enhance my knowledge but also give me pertinent opportunities to grow and learn. Hence enabling me to showcase my skills in an effective manner.

Education

- **Al Azhar University**
Bachelor's degree in Commerce, Major (Accounting), year (2021)
- **Study CMA part 1.**

Experience

- **Accountant at Al Badr Company for Import and Export.**
(June 2022 – May 2023)
 - Recording Financial Transactions (sales, purchases, expenses, and revenues)
 - Assisting in General Financial Operations.
 - Inventory Control: ensuring the alignment between financial records and actual inventory.
 - Bank Account Management: reconcile the bank balance with the financial records of the company.
 - Financial Analysis: costs, revenues, profits, and losses.
 - Overseeing client accounts.
 - Suggesting improvements in accuracy, efficiency, and reducing.
 - Maintain accurate and up-to-date records of financial transactions and ensure all supporting documentation.
 - Support the senior accountants in the preparation and submission of tax returns, ensuring compliance with tax regulations.
- **Trainee Accountant at Ultra Vet**
(July 2021 – October 2021)
 - Accounting software training.
 - Record daily transactions.
 - Payroll processing.
 - Assisting the financial manager in preparing the financial statements.
 - Daily cash inventory.

Courses

- Basics analysis of financial statements from Maearif.
- Basics of finance from HP.
- Fundamentals of accounting from Alison.
- ICDL V5.
- Fundamentals of digital marketing from Google.

Volunteer Work

- Member of the Resale Charity Association (2015/2016).
- Volunteer with Life Makers Association (2019/2020).

Skills

- Practical experience in cloud accounting systems
(Daftra. QuickBooks. Tally. Al Ameen)
- Proficiency in Microsoft program
(Word, **Excel**, PowerPoint, Outlook)
- Benefit from artificial intelligence in accounting operations Data analytics, revenue verification.
- Strong analytical skills and attention to detail.
- Generally accepted accounting principles.
- Effective communication skills, both verbal and written.
- Excellent organizational and time management abilities.

Personal Skills

- Excellent Communication skills: Powerful interpersonal, networking, presentation, persuasion influencing, organizational skills and negotiation skills.
- Friendly and always enthusiastic to learn new things, having performance and commitment in work.
- Fast learner, responsible, reliable and dependable, Phone, email communication skills, handle rejection.
- Self-Confident with high leadership skills & Team work skills.
- Ability to work with my team, and understandable, finish work in deadlines and work under pressure.

Personal Information

- **Language**: Arabic (Native), English (Excellent)
- **Nationality**: Egyptian
- **Date of birth**: 01/04/1999