



Dubai, UAE



00971 50 567 1879



mohamedelmokhtar93@gmail.com

DATE OF BIRTH: 23 MAY 1993

VISA STATUS: Employment VISA

EDUCATION

BACHELOR OF COMMERCE

Kafr Elshiekh University | May 2015

EDUCATIONAL TRAINING

Spoken English Course

Knowledge Point Institute, DUBAI

UAE VAT Course

QuickBooks Course

Optimizer Middle East Institute, DUBAI

SKILLS

- Experienced with "FOCUS" accounting software.
- Microsoft Excel.
- Microsoft Word.
- Microsoft Outlook.
- Experienced with EPMS Accounting Software

LANGUAGES

- ✓ English
- ✓ Arabic

Mr.

MOHAMED ELMOKHTAR

ACCOUNTANT

PROFILE

I am a qualified accountant and I always seek to improve my professional skills to achieve my goals and to be an excellent addition to the organization at the same time.

PROFESSIONAL EXPERIENCES

ACCOUNTANT

Orville Real Estate LLC, DUBAI | July 2021 to Feb 2023

- Maintain accounts receivable files and records.
- Prepare lease agreement and Ejari contract.
- Update accounts receivables and issue invoices.
- Receive rent cheques from Tenants and prepare receipt vouchers.
- Post and process journal entries to ensure all lease receipts are recorded.
- Communicate with Tenants and Respond to inquiries.
- Update financial data to ensure that information will be accurate and immediately available when needed.
- Record journal entries for Dewa and Etisalat.
- Follow up with Tenants for payment and send a gentle reminder.
- Assist with other accounting projects.

GENERAL ACCOUNTANT

Al Meezan Real Estate, DUBAI | Dec 2018 - Nov 2020

- * Prepare and record assets, liability, revenue, and expenses entries by compiling and analyzing account information. Review and record supplier's invoices.
- * Monitor accounts to ensure payments are up to date. Assemble invoices to be completed for payment and prepare payment vouchers.
- * Correspond with vendors and respond to inquiries Record journal entries for governmental authorities like "Dewa, Sewa, and Etisalat etc.
- * Print all cheques related to suppliers, government agencies and tenants etc.
- * Handover cheques to suppliers and collect receipt vouchers. Assist in bank reconciliation on monthly basis.
- * Registrate all petty cash.
- * provide expense reports to manager to help in managerial decision making

FIRST LIEUTENANT

Egyptian Armed Forces | Oct 2015 - Apr 2018