

MOSTAFA SAYED RAMADAN

Email Id : mostafasayed018@gmail.com
Mobile No : (+973) 32029787

Career Objective

To use my skills in the best possible way for achieving the company's goals and to apply my accounting experience to a role in project accounting, and further develop my skills across different accounting areas to maximize my expertise and efficiency in the position.

Educational Qualification

Course	Institution	Year
Bachelor Degree of Accounting English Section.	Beni Sueif University	2016

Training & Achievements

- Training Course of Leadership Skills at the Institute of Preparing Leaders at Helwan & Got Ideal Leader.
- Training Course in Accounting Field and Advanced Excel at The Advisory Group for Accounting and Auditing.
- Training Course of General English at The International Academy of Science and Technology.
- Training Course of Electronic Accounting at The Faculty of Commerce Beni Sueif University.
- Training Course of Professional Financial Accountant at High Technology Centre of Cairo University.
- Training Course of Smart Computer User at Beni Sueif University.
- Training at Enactus Organization & Got Second Place in the Enactus Competition.
- Training at E-Youth Organization & Got Fourth Place in the E-Youth Competition of Leading Business.

Work experiences

I2 Accounting & Consulting W.L.L

Senior Accountant

February, 2019 - Present.

- Operated computers programmed with accounting software to record, store, and analyze information.
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Synthesized all financial data from the organization, such as expense reports, audits, financial statements, and accounts payable and receivable.

- Answered questions from other staff members about the company's financial health by looking up details in the accounting system.
- Matched order forms with invoices, and record the necessary information.
- Investigated possible errors or problems in the company's financial books by checking other documentation and notifying management when necessary.
- Completing and submitting monthly, quarterly, and yearly **VAT** reports.
- Handling issues of **VAT** registering and submitting reports.
- Meeting clients face to face.
- Preparing weekly and monthly accounts & reports.
- Preparing audit reports with external audit firm.

UHY-EL SAYED EL AYOUTY & CO.

External Auditor

Training program

- Define Audit Objectives.
- collating, checking and analyzing spreadsheet data.
- examining company accounts and financial control systems.
- gauging levels of financial risk within organizations.
- checking that financial reports and records are accurate and reliable.
- ensuring that assets are safeguarded.
- identifying if and where processes are not working as they should and advising on changes to be made.
- ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- Audit Announcement.
- Audit Entrance Meeting.
- Fieldwork.
- Reviewing and Communicating Results.
- Audit Exit Meeting.
- Audit Report.

PERSONAL INFORMATION:

Date of Birth	: 29-09-1994
Marital Status	: Married
Nationality	: Egyptian
Religion	: Muslim
Languages	: Arabic, English
Place of Issue	: Beni Sueif

Titles:

- Authorized VAT agent - the National Bureau for Revenue.
- Authorized Mediator – Ministry of Justice, Islamic affairs and Waqf.