

## Montaser Zaki Montaser EL Gafarawi

B. Com, Accounting

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Visa Status: visit visa



### Career Focus

Seeking a challenging in the field of Accounting and finance in well establishment known organization on where my background and professional experience can be improved And fully utilized with the ability to update myself continuously according to the organization requirements and qualification.

### Education:

Bachelor degree (**B. Com, Accounting** ) in Commerce and Accounting Year of Graduate 2020, From Mansoura University – Egypt

### Training Courses:

- ✓ Training course in data entry and preparing journal vouchers and ledger book by MS Excel.
- ✓ Training course in How Preparing income statement and balance sheet.
- ✓ Training course in Cost accounting, Peachtree program & Financial Accounting.
- ✓ ICDL courses and Training in computer programs Microsoft office (Word - Excel - PowerPoint - Access - Internet)

### Work Experience

#### **1- Accountant at Hashem Center from October 2022 to Nov2023 (Egypt).**

- ✓ Responsible clients and suppliers accounts with using the Orchida System.
- ✓ Preparing the invoices for clients and reviewing their account statement.
- ✓ Sales return work for clients.
- ✓ Reviewing and reconcile the account statement for the suppliers and factories.
- ✓ Returning purchases to factories.

#### **2- Accountant at Sameh Gomaa Center from June to August2022 (Egypt).**

- ✓ Responsible for clients and suppliers Accounts.
- ✓ Preparing the invoices for clients and reviewing their account statement.
- ✓ Sales return work for clients.
- ✓ Reviewing the account statement with suppliers and factories.
- ✓ Returning purchases to factories.

### **3- Accountant at ELKayan company from September 2020 to May 2022 Egypt).**

- ✓ I was responsible for dealing with suppliers and holding them accountable.
- ✓ I was responsible for converting invoices into extracts.
- ✓ I was responsible for dealings with the bank

### **4- Sales at Smartech company from September 2019 to June 2020 (Egypt).**

- ✓ Selling surveillance cameras, computers and accessories to dealers and distributors

#### **Computer Skills**

- ✓ Microsoft Office especially with (Excel & word & power point).
- ✓ I am good at working on the Orchida (ERP) System.
- ✓ Operating Systems (Windows xp, Windows 7, Windows 8, Windows 10, Mac OS X)
- ✓ Internet Use.

#### **Personal skills :**

- ✓ Self confidence
- ✓ Ability to work with a team and achieve the best results
- ✓ Ability to work and develop social and official relations
- ✓ Commitment to work
- ✓ Participate in preparing future plans
- ✓ Work under pressure

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#### **Languages**

- ✓ Arabic : Mother Tongue
- ✓ English : Very good

#### **Personal Dossier**

- ✓ Date of Birth: 30 / 09 / 1998
- ✓ Nationality: Egyptian
- ✓ Marital Status: Single

#### **Hobbies and Interests**

- ✓ Reading & Sports
- ✓ Traveling & personal skills

Last Update : 22/02/2023