Hesham Abbas Mohamed Ali Mostafa
Accountant

Ambitious Accounting Assistant with a demonstrating strong background in employee expense management and vendor relations. Skilled in managing outstanding invoices to reduce payment time, Customer service satisfaction

Education

Bachelor of Commerce from Faculty of Commerce - Port Said University Port Said / From September 2016 to June 2019

Overall Grade: A " Good "

ICDL Course from MISRLERAN Center, (Grant of Ministry of Communications). Mansoura / From January 2021 to March

Work Experience

Accountant at Al-Gamal -Textile Company - Mansoura / Since January 2022 till June 2023

Remittance Clerk at ALAHRAM EXCHANGE - Mansoura / Since June 2023 till Date

Current Responsibilities

➢Provides fast and excellent customer service to the customers in a professional manner, following the SGOT Rule (Smile – Greet – Offer – Thank).
➢Adhere to AML (Anti-Money Laundering) rules, policies, and procedures at
➢Collect and file all transaction supporting documents according to company's uniform filing system and AML policies; arrange for document transfer to the warehouse.
➢Resolve customer complaints, independently, wherever possible
➢Read, understand, and comply with all announcements from the Head Office or Admin Office.
➢Forward technical support requests to the Admin Office.
➢Maintain cleanliness of the counter, drawers, tables, and workplace according to office guidelines.
➢Answer telephone calls and provide transfer rates/information as required.
➢Identify and cultivate potential customer relationships and business opportunities.
➢Provide necessary information to Head Office, Administration office or various company departments.
➢Promote and cross-sell new products and services to customers.
➢Communicate training needs to the Branch Manager and participate in training programs.
➢Perform adhoc assignments as delegated by immediate supervisors.

Computer Skills

Egysoft, Visualsoft & Different Fingerprint software's,

·Proficiency Using Excel in preparing Main Reports by Functions & Formats, Such as Conditioning If, SumIf, SumIfS, VLookup & HLookup, etc.
·Proficiency Using AccountingSoftware Like Egysoft, Visualsoft & different Fingerprint software's, & Ability to work in an integrated ERP Data Base.
·Proficiency Using Computer, Microsoft Office & other software, &also a little Maintenance of Software & Hardware.
·ProficiencyUsing Internet (SmarterMail) & (Outlook).

·Speed data entry.

✉ Hecham.abbasm@gmail.com
📍 Abu Dhabi , UAE
📅 Date of birth 01/01/1996
📞 +971 551871146

Languages

Arabic

Native Speaker

English

Self-assessment | C1 | Advanced

Skills

Accounting Skills

▪Prepare all Kinds of Vouchers, starting with Recording, Expenses, Revenues, Progress & Aggregated bills, Banks, Vendors, Clients, Depreciation & Inventory with all accounting adjustments till Trial Balances & Balance Sheet.
▪Prepare All Required Reports, professionally on EXCEL with All Formulas such as (Provisions),
(Expenses against Revenues), (Balance Aging), (Percentage of Completion) &any other reports.
▪Prepare & Review Salaries, & also transfer them from the Internet.
▪Account the Inventory& Item Cards, also supervising annual& Periodic inventory.
▪Preparation of Journal Vouchers, Private & General Ledger till Trial Balance.
(Manual or Excel).
▪Proficiency in US daily, with speedy data entry.