



MOHAMED ZAIN ELABEDEEN TAWFIQ

Address. Jebel Ali, UAE - NO. 0507742459 | mozain413@gmail.com

Accountant

Experiences



Camp Accountant, HR Assistant & Cashier
AL QARO ROADS CONTRACTING LLC - UAE

JANUARY 2023-Present

Duties & Responsibilities:

- Cash Analysis
- Supporting Senior accountants
- Preparing Cash Vouchers
- Basic office tasks making memo, filing etc.
- Prepare Journal entries.
- Assist with accounts receivable.
- Assist with accounts payables.
- Checking of invoices.
- Managing the financial documents
- Collecting cash payments from tenants
- Assist The HR Executive
- Handling Petty Cash Of Grocery (Calculating Expences , Profit , Daily Sales)



- Duties & Responsibilities:

- Cash Analysis
- Supporting Senior accountant
- Preparing Cash Vouchers
- Basic office tasks making memo, filing etc.
- Prepare Journal entries.
- General Ledger operations.
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- Assist with accounts receivable.
- Checking of invoices.
- Managing financial documents.

Medi-Consult for Medical Consultations - Egypt



- Duties and Responsibilities:

- Prepare contractual agreements using current research methods and a knowledge of a client's needs and ability to fulfill its requirements
- Ensure that the terms of contractual agreements written in language that is legally binding and in accordance with the desires of the client
- Assist clients to fulfill the terms of or to terminate contracts on mutually amicable terms
- Review contract terms and conditions to verify that they are in compliance with company policies and all applicable federal and state regulations
- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents i

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- Clearly explain contract terminology to clients and other interested parties in simple, everyday language
- Self-monitor progress according to the schedule of completion to submit drafts and documents in a timely manner

Education

Bachelor's Degree in Business Management:

Arab Academy for Science, Technology and Maritime Transport
(AAST), Egypt
Overall Grade: Good

(2013-2017)



Courses

Dec 2020	Business research methods Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Oct 2020	Managerial finance Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Oct 2020	Operation and production management Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Feb 2020	Human resource management Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Nov 2016	Management information system Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Aug 2016	Organizational behavior Arab Academy for Science, Technology and Maritime Transport (MBA Program)
Jun 2016	Corporate Strategies Arab Academy for Science, Technology and Maritime Transport (MBA Program)

Skills and Qualifications

- ☐ Strong communication skills: effectively communicate with people across an organization.
- ☐ Capable of maintaining a strong attention to details.
- ☐ Able to self-manage and prioritize tasks, and always quick to learn new responsibilities.
- ☐ Great organizing and planning abilities.
- ☐ Conflict management and problem solving.
- ☐ Decision making and critical thinking skills.
- ☐ Building effective relationships with others.
- Leadership skills.
- Time Management skills.

Other Skills

Computer skills:

- ☐ Excellent in Microsoft Office Word, Excel, Outlook, and Power Point.
- ☐ Excellent in Internet Surfing.

Language skills:

- ☐ Arabic: Native Language.
- ☐ English: Excellent command of writing, reading, and spoken.

Personal Information

- **Address:** Jebel Ali ,Dubai, UAE
- **Date of birth:** 18-08-1995
- **Mail:** mozain413@gmail.com
- **Gender:** male
- **Phone:** +971507742459
- **Nationality:** Egyptian
- **Martial state:** single

References: Available on request.
