



MOHAMED KHOZIMY

Senior Accountant

Dubai, UAE

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PROFILE:

To become a part of the organization where I can apply my Knowledge enhances my skill and be able to contribute growth and success of the organization. **7 years of experience in Senior Accountant Egypt, KSA,UAE** . Now looking for a suitable position with a company which offers genuine room for progression and where I can make a significant contribution.

WORK EXPERIENCE:

Golden Rise Contracting LLC, Dubai, U.A.E

From March 2017 Till Now

Designation: Senior Accountant

Responsibilities:

- Management of Accounts Receivables and Accounts Payables.
- Supplier & Customer ledger reconciliation.
- Preparation of Bank reconciliation.
- Preparation of salary, leave salary & Gratuity.
- Sales invoice making & Purchase invoice entry.
- Preparation of **UAE VAT** returns reports.
- Analysis business operations to project future revenues and expenses.
- Preparing the final accounts of the company

Massed Building Materials Company

From Nov 2014–August 2016

Designation: General Accountant

Responsibilities:

- Prepare the monthly Account statement and submit to the customer and follow-up the payment process.
- Process vendor and supplier invoices, in a timely manner, verifying accuracy. Prepares cheques and associated reports, Prepare and maintain pre-authorize payments monthly or as required.
- Monthly maintaining preparing
- Reconciliation report for Mgt.
- Supplier & Customer ledger reconciliation.
- Sales invoice making & Purchase invoice entry.
- Handling petty cash expenses.
- Preparation of salary, leave salary & Gratuity.
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**Position Applied:
Senior accountant**

ACADEMIC QUALIFICATION:

- ♦ **Bachelor of Commerce**
Al Azhar University

LANGUAGES KNOWN:

- Arabic
- English

Modern telecommunication LLC. Egypt

From Jul 2012 – Nov 2014

Designation: Assistant Accountant

Responsibilities:

- Maintained accurate daily reports for customers and their balances including active management of all transactional accounting impacting AR (sales, cash, payment). Supervising dispatch section
- Prepared accounts, and submitted financial statements and enhanced reporting schedules for weekly, monthly and annual corporate deadlines. Maintaining attendance register and assist with accountant

PERSONAL DETAILS:

Date of Birth :19th Jan 1991

Gender : Male

Nationality : Egypt

Marital Status: Single

Visa Status :residence Visa

CORE COMPETENCIES

- ❖ **Proficient in Management accounting and Financial accounting**
- ❖ Cost Management
- ❖ External Financial Reporting Decisions
- ❖ Planning, Budgeting and Forecasting
- ❖ Financial Statement Analysis and Performance Management
- ❖ Cost Volume Profit and Marginal Analysis
- ❖ Microsoft Application - **Excel** And Word
- ❖ Proficient in UAE **VAT**

PERSONAL STRENGTHS

- Sincere, enthusiastic and energetic with a focused mindset to initiate and complete the work in hand.
- Willingness to learn and grow along with the team.
- Efficient and responsible at work.
- Self-confident, hardworking & a team player

DECLARATION:

I hereby declare that the above given information are correct to my best of knowledge and belief.

Mohamed K.H.