



# MOHAMED KHOZIMY

## Senior Accountant

Dubai, UAE

Mobile - +971 552024912

E mail [m.khozmiy@gmail.com](mailto:m.khozmiy@gmail.com)

### 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 :19<sup>th</sup> 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 KA.*