



# MOHAMED TAREK

## ACCOUNTANT



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Mohamed.tarek29996@gmail.com

**Date of Birth :** 29/09/1996

**Nationality :** Egyptian

**Marital Status :** Single

**Location :** Dubai , UAE

### SKILLS:

- Business Development
- MS Office
- Creative Problem Solving
- Client Relations
- Customer Service
- Banking

### EDUCATION:

Bachelor Degree in Accounting  
Canadian international college  
2014 / 2018

ARABIC : NATIVE  
ENGLISH : VERY GOOD

### OBJECTIVE

Experienced, detail-oriented accountant seeks a new position which will allow utilization of my problem-solving skills and development analytical skills, as well as an advanced understanding of popular accounting and tax software.

### WORK EXPERIENCE

#### LEVEL ONE INTERNATIONAL LLC

Feb 2019 / Jun 2020.

Position : Main Accountant

Location : Dubai ,UAE

- Responding to sales inquires from new and existing customers.
- Implement the financial and accounting procedures of the company or institution
- Control all company documents issued and received to the accounting department and ensure that they are correct and expected and stamped or not.
- Supervise the process of registering all the company's financial documents before entering them into the program
- Assist departments in account reconciliation process on monthly basis.
- Analyze different general ledger regularly.
- Record sales report.
- Prepare statement of accounts to the management

#### YAMINE COMPANY FOOD & BEVARGES

Jul 2018 / Jan 2019.

Position : Accountant

Location : Egypt

- Maximize the profitability by achieving monthly targeted revenue.
- Acquire new customers to increase market segment penetration and offer outstanding customer service.
- Responding to sales inquiries from new and existing customers.
- Identifying and establishing contact with potential customers proactively.
- Reviewing and controlling the registration bonds before approving them in the accounts