



# Aladin Mohamed Abdelaziz

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## PROFESSIONAL SUMMARY

B.Sc. (accounting) with 19 years of experience working on Accounting interested to get a position offering the opportunity to utilize my professional financial expertise, extensive business expertise and ability to interact with the manager and with the business community on a worldwide basis and to gain further experience in accounting, auditing service field.

## SKILLS

- Create accounting program by using Excel to help the companies in their accounting system, recorded the transaction and analyzes the result between the periods, prepare the financial statement. Hardware.
- Capable to use Peachtree, quick books accounting program Network Servers.
- Office (Word, Excel, Power Point, Access).
- Able to quickly learn new software packages.

## EXPERIENCE SUMMARY

- Accountant manager, Managed preparation of financial statement and related supported documents for our clients, beginning by entry the transaction till prepare all financial statements follow IFRS or GAAP.
- Auditor, perform the audit procedures to get evidence supported our opinion in the financial statements of our clients follow general auditing standard.
- Tax return expert preparer, prepare the clients income and sales tax return follow IRS, US standard or Egyptian tax law.
- Trained and supervise staff members on accounting work practices which improve their skills to become able to perform the work task in professional way.

## WORK HISTORY

### FINANCIAL MANAGER

26/03/2018 to Date

#### Al-jothoor facial tissues paper factory. Kuwait

- journalized the transactions supported by sufficient documents and posted to the journal ledger, prepare a trail balance, and journalized and post, prepare adjusting entries.
- prepare financial statement as balance sheet, income statement, owner's equity statement, journalized and post-closing trail balance.
- Prepare, monitor, and maintain computerized accounts receivables, verify accuracy of sales orders.
- Maintaining accounts receivable, received A/R checks with remittances.
- issued weekly and monthly A/R distribution reports.
- Maintaining inventory account, control and manage the processing system.

### FINANCIAL MANAGER

1/ 2/2016 to 31/1/2018

#### AL RIZK TOYOTA . EGYPT

- Maintaining accounts receivable, received A/R checks with remittances.
- issued weekly and monthly A/R distribution reports.
- Maintaining inventory account, control and manage the processing system
- Prepare, monitor, and maintain computerized accounts receivables, verify accuracy of sales orders
- journalized the transactions supported by sufficient documents and posted to the journal ledger, prepare a trail balance and journalized and post, prepare adjusting entries,
- Prepare sales tax, debit and add tax, income tax.
- prepare financial statement as balance sheet, income statement, owner's equity
- Statement, journalized and post-closing trail balance
- Prepare, monitor, and maintain computerized accounts receivables, verify accuracy of sales orders

### FINANCIAL MANAGER

1/03/2015 to 31/01/2016

#### Agroland for agriculture manufacturing S.A.E (Egypt)

- journalized the transactions supported by sufficient documents and posted to the Journal ledger, prepare a trail balance and journalized and post, prepare adjusting Entries.
- Prepare sales tax, debit and add tax, income tax.
- prepare financial statement as balance sheet, income statement, owner's equity
- Statement, journalized and post-closing trail balance
- Prepare, monitor, and maintain computerized accounts receivables, verify accuracy Of sales orders
- Maintaining accounts receivable, received A/R checks with remittances.
- issued weekly and monthly A/R distribution reports.
- Maintaining inventory account, control and manage the processing system.

## FINANCIAL MANAGER

1/ 07/2011 to 15/01/2015

### Al-jothoor facial tissues paper factory.kuwait.

- journalized the transactions supported by sufficient documents and posted to the journal ledger, prepare a trail balance and journalized and post, prepare adjusting entries.
- prepare financial statement as balance sheet, income statement, owner's equity statement, journalized and post-closing trail balance
- Prepare, monitor, and maintain computerized accounts receivables, verify accuracy of sales orders
- Maintaining accounts receivable, received A/R checks with remittances.
- issued weekly and monthly A/R distribution reports.
- Maintaining accounts receivable, received A/P checks with remittances.
- issued monthly A/P distribution reports
- Maintaining inventory account, control and manage the processing system

## ACCOUNT MANAGER

1/06/2009 to 30/06/2011

### Eltwasol for General Trading and Contracting (Kuwait)

- journalized the transactions supported by sufficient documents and posted to the journal ledger, prepare a trail balance and journalized and post, prepare adjusting entries.
- prepare financial statement as balance sheet, income statement, owner's equity statement, journalized and post-closing trail balance.

## SENIOR ACCOUNTANT

1/04/2004 to 30/04/2009

### CLUB AND HOTEL 6-OCT FOR THE ARMED FORCES EGYPT.

- journalized the transactions supported by sufficient documents and posted to the journal ledger, prepare a trail balance and journalized and post, prepare adjusting entries.
- prepare financial statement as balance sheet, income statement, owner's equity statement, journalized and post-closing trail balance.
- Audit and Review financial statements with head office in Cairo monthly

## EDUCATION

Bachelor's Degree in Accounting Department  
Alexandria University, Egypt

05/2003

## ADVANCED POST GRADUATE STUDIES

- Preparing **CPA**

## LANGUAGES

- Arabic (Mother Tongue)
- English (Very Good)

## PERSONAL DETAILS



**Nationality** : Egyptian

**Birth Place** : Egypt , **Birth Date** : 16 Jan 1982

**Kuwaiti Driving License**