

MOHAMMED EL-TOHAMY



Contact

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Languages

Arabic – A1

English – A2

Microsoft office

- Excel
- Word
- PowerPoint

Hobbies

- Reading
- Fishing

Career Objectives

I am a motivated result- focused professional seeking an opportunity to utilize my education, experience, leading skills, to contribute to an employer's objective, profitability and success within a company offering new challenges for a good career growth.

Skill Highlights

- Account Receivable, Account Payable, Bank Reconciliation, Interpreting financial data
- Attention to detail, Communication skills, Good It Knowledge, problem solving.

Experience

- Al Ghanim international company (Payroll) Nov 2013
 - Payroll monthly processing for All the company employees.
 - Dealing with payroll queries from staff & management.
 - Maintaining & updating records on payroll system.
 - Calculate and arrange the leave salary payments on time.
 - Calculate the final settlements in different cases.
 - Prepare payroll bank reports & assure all salaries are credited.
 - Reconciling payroll related GL accounts.
 - Calculate annual leave provisions and accruals.
 - Calculate casual wages payment.
 - Wide experience with Kuwait labor law.
 - Follow the regulations of the public social security for the Kuwaiti employees and calculate their monthly payment.
 - Enter all leaves and return to working in the system
 - Prepare all leave or end of service benefits
 - Prepare all the reports related to the salaries
 - Coordinate with company projects / departments for all payroll related matters (Salaries – Annual leave – Indemnity and related report ...etc.)
 - Simplification and documentation of compensation procedures
 - Review the payroll and ensure the accuracy of all amounts and payment dates.
 - Cooperate with finance and human resources to create payroll reports periodically.
 - Collaborate with employees and respond to salary questions
 - Coordinate with HRD Manual/Non-manual and administration Departments for related issues, Preparing the reports required from the financial department.
- Khalid Al Hamdan Legal Consultants Oct 2012 to Oct 2013
 - Debt Collection Process and follow up legal with Defaulters of AL Sayer Motor, VIVA, Kuwait Telecom Company, and others company.

- style and Idea Company from 24 May 2011 up 30 Sep 2012
 - Manage Murabaha Department with Al Ahli united bank.
 - Account Receivable, Account Payable, Bank Reconciliation.
 - recording daily sales transaction, recording credit invoices.
 - follow up with debtors, inventory stores and matching actual balances with recorded.
- Sales representative in soft rose Dec 2010 up to April 2011
- Tele sales in knoz teleshop from November 2009 up to October2010.
- Work in the Accountant Mohamed Abd El Raouf office from January 2008 up to August 2008 ‘Accounting records and computers include all accounting and auditing and registering in American general journal.

Education

Bachelor of Commerce: Accounting 2009
Cairo University,

Accounting Software

- The one accounting system.
- Mystro payroll system