

CURRICULUM VITAE

Ahmed Mokhtar Ahmed Marzouk

Senior Accountant

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Al Farwaniyah, Kuwait



Objectives

To work in an organization where prove my knowledge and skills for its development and growth while giving me opportunities to learn and enrich my knowledge. I am commitment to excellence that will help ensure the agency's good reputation.

Personal Data

- | | |
|-------------------|--------------------------------|
| • Nationality | Egyptian |
| • Gender | Male |
| • Religion | Muslim |
| • Marital Status | Married |
| • Date of Birth | 18/11/1983 |
| • Visa Status | Transferable Residence (No.18) |
| • Driving License | Kuwaiti License |

Education

- | | |
|-------------|---|
| • June 2005 | Bachelors of Commerce
Accounting Department
Faculty of Commerce
Tanta University, Egypt |
| • June 2018 | Diploma in Financial Accounting and Auditing
Kafr El Sheikh University, Egypt |

Skills and Competences

- | | |
|----------------------------------|-----------------------------------|
| • CMA | • Internal and External Audit |
| • Secretarial Duties | • Cost Management and Budgeting |
| • Human Resources Duties | • Funding Liquidity Management |
| • Microsoft Office (Word, Excel) | • Banks and Financial Statements |
| • Tendering and Suppliers | • Cash Flow Forecasting |
| • Sales and Marketing | • Treasury and Ledger Scrutiny |
| • Debit Notes and Credit Notes | • Payable and Receivable Accounts |

Languages

- | | |
|-----------|-----------------------|
| • Arabic | Native Language |
| • English | Read, Speak and Write |

Experiences

- 1. Organization:** Diet Circle Restaurants
Location: Al Farwaniyah, Kuwait
Position: Senior Accountant
Duration: Oct 2019 to Present
- 2. Organization:** Heraa Foodstuff Trading Company
Location: Kafr El Sheikh, Egypt
Position: Accountant
Duration: Dec 2014 to Sep 2018
- 3. Organization:** Golden Valley Catering Company
Location: Tripoli, Libya
Position: Accountant
Duration: Jul 2012 to Nov 2014
- 4. Organization:** Alborai Foodstuff Distribution Company
Location: Kafr El Sheikh, Egypt
Position: Accountant
Duration: Mar 2007 to Jun 2012

Job Duties:

- Perform financial transactions by auditing documents and analyze costs.
- Update internal databases with account information and account variance.
- Handle accounts payable inquiries about purchasing orders and respond to suppliers.
- Manage the bank accounts and either deposit and withdrawal and online banking.
- Process invoices and purchasing orders into the Company Accounting System.
- Support in preparation of annual budgets, forecasts, and medium-term business plans.
- Review and assist with identifying and coding unallowable expenses.
- Prepare asset, liability, and capital account entries for inclusion in the monthly reporting.
- Guide accounting clerical staff by coordinating activities and answering questions.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Assist the finance team in handling monthly, quarterly, and annual closings.
- Assist in gathering data for external financial and tax audit examination processes.
- Prepare financial reports by collecting, analyzing, and summarizing account information.
- Analyze financial statements, including balance sheets, profit and loss statements.
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.