

Mohamed Farag

Accountant

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Sharjah

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OBJECTIVE

Seeking a challenging position in a dynamic environment where my passion for accounting and audit makes me a key member of the accounting/audit team. Driven to meet and exceed performance expectations and to do my best to achieve the employer goals.

EXPERIENCE

Trainee-Auditor Assistant

Finance Control Department

05/2023 - 11/2023 Sharjah

- Review The petty cash invoices and supporting documents.
- Reviewed The petty cash invoices to ensure that there no duplicated invoices been added and paid through petty cash such as (duplicated invoices, paying basing on delivery note rather than tax invoice, ensuring no invoice has been edit manually) .
- Reviewed documentation of purchasing orders to ensure Purchasing sequence procedure in accordance to the purchase law and regulations of Financial Control Department.
- Conducted financial audits to ensure compliance Of the Tender's with applicable laws and regulations of Financial Control Department.
- Reviewed documentation of purchasing orders to ensure that selected offers are the best.
- Checking the bank reconciliation.
- Preparing and posting journals.
- Document financial transactions by entering account information.
- Prepare asset, liability, and capital account entries.

EDUCATION

Bachelor's in Accounting Division

Faculty Of English Commerce Ain Shams University

06/2021

High School Certificate

Alnoor International School

06/2017

SKILLS

Microsoft Office

Tally - Peachthree

Fast Learner

Work Ethic

LANGUAGES

Arabic

Native



English

Advanced

