



# MOSTAFA HISHAM ABDELGHANI ABUHASSWA

101 El-Nergas 8 , El-Tagamo 5th , Dr.Ali Mosharafa Street, New Cairo Egypt  
+201281291236 , +201026991828 | desha20252025@gmail.com

## OBJECTIVE

To work for a company that offers me opportunities to expand my Knowledge and Skills as a Professional Experienced Senior Account Manager and as a Data Entry Specialist. To bring my knowledge of Microsoft Office Word, Excel, and Power Point to your Company as well as my efficiency , well-educated, professional skills to your company's future.

## EXPERIENCE

November  
2012 -  
Present

- **Senior Account and Data Entry Specialist.**  
International Trading & Engineering Center (ITEC).
  - \*Directly supervised subordinate accountants.
  - \*Organised weekly product presentations using Power Point, Windows, and Excel.
  - \*Project Manager and Team Lead while working with other accountants to set the Company's Fiscal Budget.
  - \*Financially responsible for verifying Excel Spread sheets for the company's expenditures.
  - \*Daily verification of Excel Spreadsheets to find any outgoing discrepancies in the company's expenses.
  - \*Responsible for mailing out checks to pay the company's expenses.
  - \*Financially responsible for making bank deposits and bank withdrawals.

June 2012 -  
October  
2012

- **Accountant and Cashier.**  
Pastry Labaget.
  - \*Proficiently used Excel, Word and Windows to keep accurate debit and credit expenses
  - \*Responsible for ordering and managing necessary bakery supplies.
  - \*Financially responsible for writing checks to pay company expenses.
  - \*Responsible for communicating with the owner about increase / decrease in product, payroll and utility expenses.
  - \*Responsible for making bank deposits and bank withdrawals.

January  
2012 - May  
2012

- **Accountant.**  
Vodafone Egypt.
  - \*Professional Level Proficiency using Windows, Word, Excel, Power Point and Internet.
  - \*Responsible for accounts receivable.
  - \*Maintained accurate and precise Excel Spreadsheets for debit and credits to company's business account.
  - \*Used Power Point in presentations.
  - \*Team Lead and Project Manager.

## EDUCATION

From 2005 -  
To 2011

- **Bachelor Of Commerce, Accounting Development**  
Ein Shamis University  
Acceptable

## SKILLS

2017 Course: Oracle Financial (GL-General ledger, AP-Advanced Placement, AR-Accounts Receivable, FA-Financial Accounting)

40%

2013-2015:Course for English in Berlitz Egy.  
2009: Course for English at the Quatro Center in the United Arab Emirates-Abu Dhabi

60%

2011: Course ICDL (International Computer Driving License)-Cyber Security, Excel, Internet, IT (Information Technology), Power Point, Windows, Word

80%