



MOSTAFA HISHAM ABDELGHANI ABUHASSWA

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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%