

Ali Mosalam

Accountant

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📍 Dubai,UAE

📅 23 Jul 1992

Education

Bachelor of Commerce, Tanta university
Bachelor of Accounting Studies

2009 – 2015

Professional Experience

Accountant, El Nakheel company

Sep 2022 – Oct 2023

Cairo, Egypt

- Verifying invoices that have been paid
- Monitor cash flow
- Verifying accounts receivable paperwork to balance accounts and ensure that all figures match payment information
- Writing regular reports based on financial data showing incoming and outgoing figures, as well as other relevant information

Accountant, Glass tech company

Jan 2021 – Sep 2022

Tanta, Egypt

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports

Accountant, Radio Tallat Company

May 2017 – May 2019

Cairo, Egypt

- Completed daily cash functions like account tracking, payroll and wage allocations, and banking reconciliations.
- Completed daily accounting tasks including tracking funds, preparing deposits, and reconciling accounts.
- Kept vendor files accurate and up-to-date to expedite payment processing.
- Entered invoices requiring payment and disbursed amounts via check, electronic transfer, or bank draft.
- Generated financial statements and reports detailing accounts receivable status
- Disbursed petty cash by recording entries and verifying documentation.

Stock Control Accountant, Beyti - an Almarai Subsidiary company

May 2016 – May 2017

Tanta, Egypt

- Collaborated with sales team members to stay current on inventory levels, complete accurate orders, and resolve item issues.
- Kept all documentation and records accurate and up-to-date with the latest data to prevent errors in processing or delivery.
- Alternated goods in inventory by observing a "first in, first out" approach to keep shelves organized and properly stocked.
- Managed timely and effective replacement of damaged or missing products.
- Completed physical inventory counts each day.

Accountant, Jaz Mirabel Resort

Jun 2015 – Jan 2016

Sharm el-shiekh, Egypt

- Reviewed and resolved differences between accounting information and cash drawer.
- Organized and reported on financial information to document payment histories and assist with sound financial accounting.

Languages

Arabic	● ● ● ● ●	English	● ● ● ● ●
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Courses

ICDL CERTIFICATION

Excel for accounting

Financial Accounting

Skills

Accounting	● ● ● ● ●	Excel	● ● ● ● ●
bookkeeping	● ● ● ● ●	Accounting software	● ● ● ● ●
Attention to detail	● ● ● ● ●	Data analysis	● ● ● ● ●