



# Taher Mostafa Mohammed

General Accountant / Tax Officer

Dubai, United Arab Emirates

[Mr.taher.mostafa@gmail.com](mailto:Mr.taher.mostafa@gmail.com)

+971-52-1266789

## Profile

A practical, cooperative, and result-oriented person with over **9** years of overall professional experience in accounting. Reporting skills, capable of decision making, achieving customer satisfaction by applying negotiating skills; performing well under pressure, and Time manager. Attention to detail, General math skills, Deadline-Oriented, interacting and coordinating skills with customers & colleagues from different geographical backgrounds.

## Career Objective

Seeking a new challenging role in the accounting industry and looking forward to joining a progressive organization that offers growth and advancement. To utilize my professional exposure effectively in accounting, operations, and administration to be a part of the organization's growth. To pursue a career and to obtain a prominent position in the organization using my interpersonal skills, commitment, and passion to perform quality work as per organization standards.

## Personal Information

Date of birth: February 25<sup>th</sup>, 1992.

Nationality: Egyptian

Place of Birth: Egypt

Governmental obligation: Exempted

Marital Status: Married

Has a Valid Residence Visa in United Arab Emirates.

Has a Valid United Arab Emirates Driving license

## Education

Graduate of **Faculty of Commerce, Cairo University**, 2012

Bachelors in **accounting** with Accumulated Grade: **Very Good**.

## Experiences

### **MYK Electronics Trading LLC**

Dubai, United Arab Emirates.

August 2019 – Present

#### **General Accountant**

Handling all AP & AR transactions such as booking suppliers & customers invoices, following up payments and collections on due dates, maintaining accounts ledgers, preparing bank reconciliation and providing the management with monthly Financial statements, coordinating on budgets & forecasts, assist with preparation and coordination of the audit process & quarterly federal tax process, preparing the payroll in coordination with HR, handling the treasury works such as uploading all payment and salaries on the bank system after getting the needed approvals. Handling the warehouse by receiving weekly and monthly reports for the stocks and physical stock counting.

### **Lafarge Emirates Cement**

Fujairah, United Arab Emirates.

February 2015 – July 2019

#### **General Accountant**

Booking of all operation & non operation RFPs on time, and making sure that all Suppliers are paid within due dates in coordination with procurement department, Also Salary advances & allowances on time and provide HR with monthly salaries deductions & reimbursement by date 15 each month, monthly clearing of AP & follow up on Prepayment application & reconcile with supplier statements, preparing monthly bank Reconciliation along with salaries & allowance deductions reconciliation, ensured Implementation of all cash polices and work on improving its process & reduce cash Payments, Preparing balance sheet analysis on monthly basis, understanding AR process Very well like posting customer payment & update receivables by unpaid invoices, Booking debits & credits notes on time, resolves collections by examining customer Payment plans in coordination with collection department.

### **The Egyptian Taxes Authority**

Cairo, Egypt.

November 2012 – December 2014

#### **Tax Officer**

Examine tax returns that were received from companies by making a comparison between the following

- \* Financial statements which prepared by this company

And the data which we received from governmental agencies or others whether:

- customs authority & insurance authority & sales taxes authority
- Investigation tax received from the police & any other sources.

then we can determine the due taxes for companies and make sure whether they paid already or not in their tax returns if not we will send them financial claims

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## Training

- 22<sup>nd</sup> of April –25<sup>th</sup> of April 2019, Lafarge Emirates Cement Plant  
\*USB Device Safety.
- 04<sup>th</sup> of October –07<sup>th</sup> of October 2018, Lafarge Emirates Cement Plant  
\*Safe Social Networks & Mobile devices security .
- 01<sup>st</sup> of October –03<sup>rd</sup> of October 2018, Lafarge Emirates Cement Plant  
\*Code of business conduct.
- 13<sup>th</sup> of April –5<sup>th</sup> of May,2014, The Egyptian Taxes Authority  
\*Course of cycle Egyptian accounting standards.
- 6<sup>th</sup> of January – 4<sup>th</sup> of February,2014, The Egyptian Taxes Authority  
\*Comprehensive course on the law 91 Of 2005 (income tax).
- 1<sup>st</sup> of August –31<sup>st</sup> of August, 2011, Misr Insurance Company  
\*Summer training program.
- 8<sup>th</sup> of August –31<sup>st</sup> of August, 2010, HD bank (Housing & Development bank)  
\* Summer training program in the branch of El-Sheikh Zayed city.

## Extracurricular activities:

- ❖ Member of the Scientific Committee of the *Faculty of Commerce, Cairo University during semesters between 2011 – 2012* that held lectures about public affairs.
- ❖ Member of organizing staff of, *Cairo University* that held conferences and lectures about public affairs like " *The future of the Egyptian Constitution* "
- ❖ Member of staff of a Model called " *Stock Market Simulation - SMS* " that held conferences and lectures in Egypt exchange and world exchanges
- ❖ Winner of the prize "the best member" of the organizing team of the event called " *The National Fair of small projects of the Egyptian youth* "

## Skills & Interests

Business correspondence and report writing, computer skills by having International Computer Driving License (ICDL), Fluent in English& Arabic.  
Playing football, reading economic reviews and current affairs Travelling, Socializing, Networking, Site Photography, and Music

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References are available upon request.