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# MUSTAFA ALI GABER

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## Abassiri Area / Kurd Jabali Street Summary

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**Objectives :** I'm looking for a job that develop my professional experience to get CMA certificate to join a reputable organization that will meet my expectations to gain experience ,and eventually get promoted in the organization structure to the level that I deserve and meet my ambition.

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### Personal Information

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1. **Date of birth:** 04-Jul-1995
2. **Age:** 25.
3. **Gender:** Male.
4. **Military Service:** completed
5. **Marital status:** Single.

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### Education

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1. **University :** Beni Suef
2. **Faculty :** Commerce
3. **Department :** Accounting
4. **Graduation Year :**2017
5. **Grade :** good

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### Work experience

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**4/2019 - 8/2020 Accountant (part time) (BENI SUIEF)**

*Accountant in Accounting Office*

1. I prepare Accounting Cycle such as financial statements and final accounts.
2. I am preparing American Journal ,Relay for Ledger and Trial Balance.
3. Good knowledge of tax types and how to calculate them
4. training as a warehouse controller

**11/2019 – 7/2020 Receivable Accountant (Accounts receivable) (BENI SUIEF)**

*Accountant Commercial agency of Oman and Almarai Company*

5. Issuing a sales invoice.
6. Register for the sales journal Monthly sales restriction.
7. Prepare sales reports.
8. Inventory control, Inventory settlement and Match stock quantities with actual inventory.

## **9/2020 – 3/2021: Treasury Accountant (CARIO)**

### **United Grossers(Saudi Market)**

1. Carrying out accounting business according to the accounting cycle
2. Inventorying and auditing of electronic commercial accounts using the accounting program (Microsoft Dynamics)
3. Constant communication with the financial department
4. Receiving the treasury and dealing with suppliers.

## **3/2021- Until Now : Payroll Accountant**

### **The Egyptian Korean Co. For Industries Textile - ULHWA TEX**

1. Calculating Net Salaries, Deductions And Withholdings.
2. Updating Payrollfiles And General Ledger.
3. Resolving Payroll Issues (E.G Late Payment)

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## **Courses**

### **Microsoft Excel for Accounting.**

### **Principles of banking Certificate at Egyptian Banking Institute.**

- Development of banking sector.
- Foreign trade finance operation.
- Bank accounts and deposits

### **International Computer Driving License (ICDL).**

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## **Skills**

### **Computer & Internet**

### **,Languagesand Business Skills**

1. Excellent knowledge about MS operating systems (XP,7).
1. Excellent in using Microsoft Applications 2010,2013(word,excel).
3. Excellent in using the internet and web applications.
4. English: Good Reading,Writing and Speaking.