



## Curriculum Vitae

**Name** : Mohamed Ahmed Mohamed Refaat  
**Date of birth** : 09/08/1975  
**Place of birth** : Mansoura  
**Nationality** : Egyptian  
**Marital status** : Married  
**Address** : Qatar – Doha  
**Phone** : +97470632599  
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**Qualification** : Bachelor of Commerce - Mansoura University 2003  
**Section** : Division of Accounting  
**Car driving license** : Qatar license  
**English** : Good

### Experience

(14 Years, 8 Months)

1- At Al-Lijam Trading & Contracting

- March 2016 – Present
- Job Role: Accountant
- Location: Doha, Qatar



General Contracting, Security, Safety and Decorated Stone.

Work on the PROGRAM VISUAL ACCOUNTING, and Conversion BANK Payroll System Wages

Protection System via the internet.



2- At Maldives Trading & Contracting

- October 2012 – September 2014
- Job Role: Accountant
- Location: Doha, Qatar

Wooden Decorations work on Visual Accounting Program.

3- At Cappuccino Restaurants

- February 2011 – October 2012
- Job Role: Accountant Manager
- Location: Egypt

Work on the Program Restaurant Manager One of the most powerful accounting software for restaurant management from the preparation of reports and accounts of costs, monitoring and inventory of the stores, more than one branch management via the Internet, cashier system with software for managing accounts restaurants.



#### Program Restaurant Manager:

- Cashier system performs many of the ease of issuing bills.
- You can program the customer and supplier management affairs.
- Review expenses and find out the profits of the restaurant.
- You can make lists of meals and analysis of engineering The menu for the restaurant and also add varieties purchases and work "Recipe" and "Sub Recipe" for the meal to calculate the cost of the meal and the warehouse management system and knowledge of the amount of inventory and knowledge of the current fiscal balance you can program to check out the daily movement and display the invoice data and knowledge of incoming and outgoing of and to the restaurant.
- The possibility of connecting more than one branch via the Internet.
- Financial reports and sales and purchases.

#### 4- At Olympic Group (Current Name Electrolux)

##### Electrolux

- March 2006 – February 2011
- Job Role: Accountant
- Location: Egypt



"Customer Service" branch and maintenance of electrical devices I was working on the accounting Oracle database designer for section of the rules of customer service.

#### 5- At AL BASATIN DATES

- February 2004 – January 2006
- Job Role: Accountant
- Location: Saudi Arabia

Work in (ASWAQ 6 accounting program) is an integrated accounting system, containing public accounts - warehouse management - sales - purchases - fixed assets - human resources - bank transactions in commercial.

**6- At Academic Office Accounting Consulting and Electronic Information Systems.**

- **February 1999 – January 2003**
- **Job Role: Training Course Accountant**
- **Location: Egypt**

I was working as a coach in the field of teaching Microsoft Office courses with training course Accountants in the field of accounting information systems prepare a Diploma Electronic Accounting

- **Accounting: Using the EXCEL program in accounting operations management.**
- **Skills in Accounting advanced computer applications using corporate accounts management (ACCOUNTING SOFTWARE VISUAL) of Visual Soft Inc. Through this program is training in detail as follows: -**



**ACCOUNTING SOFTWARE VISUAL: -**

- **Create a new Company**
- **Chart of Accounts**
- **Journal entry**
- **Inventory definition and inventory accounts**
- **Payables**
- **Account Receivables**
- **procurement operations**
- **Purchase Order**
- **Purchase Invoices**
- **Payments**
- **Write Checks - Void Checks**
- **Sales**
- **Sales Order**
- **Sales Invoices**
- **Receipt**
- **Banking**
- **explain all the financial reports and sales and purchases**
- **Payroll program within Visual Program Accounting Payroll**

## My Skills

- : 1. Internet marketing networks and social networking sites such as Facebook, Twitter, WhatsApp ....



2. Simple design sites for companies with the purchase of domain and hosting company's name, such as domain.com and management of the control panel of the site to update the data and upload photos private company publicized and videos - Here are some sites that have been designed.

- ✓ <http://www.baytalantiques.com>
- ✓ <http://www.accmohamedrefaat.com>
- ✓ <http://www.al-lijam.com>

3. Preparation of accounting databases to Excel, analyze and print reports assist in (making) administrative decisions facing the project management when making administrative decisions and the problem of the trade-offs and balancing several alternatives to make a decision to choose the best.



## Computer Courses

- : Windows  
Microsoft Office  
Graphics
- Corel draw
  - Adobe Photoshop
- Entry Data Account & Any Data Base  
Repair Software & good work in Internet

*Thank you very much,,,*  
<http://www.accmohamedrefaat.com>