



khaled taher shorbgly

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Objectives:

I am seeking to catch all the opportunities to develop my career, my goal is to build a reputation that express my personality and earn knowledge as much as I can, and my target is to add value to the organization and my career progress.

Education:

- **Bachelor** of commerce benha University May 2020
- **Major:** Accounting

Personal Data:

- **Date of birth:** 25 may , 1998
- **Marital Status:** single
- **Military Services:** Not required

Experience:

1. Accountant at High mix company sep 2020 – may 2023

2. General Accountant at Pure Oil Company for Petroleum Services
in Jeddah jun 2023 – Present

General Accountant:

Responsibilities:

- Reviewing the daily expenses of the treasury and invoices of suppliers and issuing a memorandum of exchange for checks against them.
- Reviewing exhibition contracts, entering expense restrictions, settling the rental value and insurances with third parties on the Delta software financial system.
- Review the operational and administrative expenses of the exhibitions "electricity, water, telephones and fixed custody".
- Reviewing bank and Visa accounts, making monthly settlement entries, and entering them into the Sap Software Financial System.
- Supplying and raising discount and addition taxes to the system and issuing annual certificates for individuals and companies with the value of annual transactions and discount values.
- Making records and reports of daily and monthly fuel sales and purchases on System SAP.
- Analyzing network sales, cash revenues, and daily expenses

Courses and training:

- ICDL (Excel – Word – Quick Books – PowerPoint – outlook)
- PFA (Professional Financial Accountant)

Language Skills:

- Arabic: Mother Language.
- English: Very Good written and spoken.

Personal Skills:

- Flexible
- Team player
- Hard worker