

Beshoy Safwat Reyad
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Objective

Seeking a good position in a well organized and established foundation that provides challenging and promising career where technical experts, hard work and mental together with interpersonal skills can be applied and utilized.

Educational Qualifications

Faculty of Commerce, Accounting Dept. English section. (2009-2012)

University: Beni-Suef **Grade:** Good

Courses and Training

- International Electronic Accounting (**IEA**) from VanHolland University -2011.

Course includes:-

- 1- Manual Accounting
- 2- Peach Tree
- 3- Quick Books
- 4- Dace Easy

- International Certificate Driving License (**ICDL**) from Beni-Suef University - 2011

- Human Resources Course from Beni-Suef University – 2011.

- Training on Microsoft Dinamex .

- One month training at Development & Agriculture Credit Bank, Beni-Suef

Training includes:-

- 1- Foreign Dept.
- 2- Credit Dept.
- 3- Audit & Accounting Dept.
- 4- Bills & Cheques Dept.

Current Job

- Senior Accountant at Sofico Pharm.

Experience

- Accounting Manager at Kamal Ghabrial Group from: November-2012 to March-2020.

Responsibilities

1. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
2. Ensure the timely reporting of all monthly financial information.
3. Assist the Controller in the daily banking requirements.

4. Collaborates with the other finance department managers to support overall department goals and objectives.
5. Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy.
6. Supervise the general ledger group to ensure all financial reporting deadlines are met..
7. Assist in development and implementation of new procedures and features to enhance the workflow of the department.
8. Provide training to new and existing staff as needed .
9. Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
10. Work with each direct report to establish goals and objectives for each year and monitor and advise on the progress to enhance the professional development of staff.

Languages

- **Arabic:** Native
- **English:** Very Good command written and spoken English

Computer and Relevant Skills

- Working on Microsoft Dinamex
- Responsibility
- Punctuality
- Honesty and integrity
- Flexibility and ability to adapt
- General computer and web searching skills
- MS Office
- Ability to handle multiple tasks and working under pressure
- Team player, hard worker and good problem solver
- Communication and motivation skills

Personal Data

Date of Birth: 25/7/1990

Nationality: Egyptian

Military Services: Exempted

Marital Status: Single

Reference available upon Request