

MUHAMMAD ABD AL RAOUF AHMAD

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Egyptian

Objective:

Being one of the best in Real Estate Field.

Education:

2000-2004 Cairo University
Faculty of Commerce, Accounting Dept.
Grade: Fair.

skills:

Computer Skills:

- ☐ Excellent Knowledge of Word, Excel, PowerPoint, Outlook, Internet & Windows.
- ☐ Good Knowledge of Access.
- ☐ Good knowledge of, MS project.

Language Skills:

- ☐ Arabic: fluent written & spoken.
- ☐ Good command of written and spoken English.

Other Skills:

Communication, Time Management, Planning, Leadership, Stress Management & Negotiation Skills.

Work Experience:

Jan 2015 - Till now

Europe Properties for Real Estate WLL, Doha, Qatar.

GM

- Responsible for all tasks related to business development.

May 2013 - Dec 2014

Mada Foundation for Media Development, 6th October, Giza, Egypt.

Chief Accountant

- Responsible for all accounting transactions.
- Responsible for preparing the balance sheet and all financial reports.

Feb 2012 - May 2013

Al-Bashayer for Restaurants Management, 6th October, Giza, Egypt.

Chief Accountant

- Responsible for all accounting transactions.
- Responsible for preparing the balance sheet and all financial reports.
- Preparing the liquidation report to stop business.

May 2011 – Feb 2012

XCELTRA for Engineering Solutions, Muhandseen, Giza, Egypt.

Chief Accountant

- Responsible for all accounting transactions using an online program.

- Responsible for preparing the balance sheet and all financial reports.

Dec 2008 – May 2011

Media International Co. “Islamonline.net”, 6 October, Egypt.

Accountant

- Responsible for the general accounting.
- Responsible for Bank reconciliation, Writers, Correspondents, Suppliers and Clients accounts.
- Use Almotamem and Pixel program.

Apr 2008 - May 2009

The Pioneer Co. for Integrated Marketing Solutions, 6 October, Egypt.

Chief Accountant

- Managed the Accounting Dept.
- Presented monthly, quarter and annually financial reports.
- Created cost reports.

Sep 2006 – Apr 2008

Rawasy For Engineering & Development “Import & Export”, Giza, Egypt.

Chief Accountant

- Responsible for accounting Dept.
- Designed an accounting system with Excel Program.
- Prepared Taxes Reports.
- Discussed The Balance Sheet with The Public Accountant.
- Presented monthly financial reports.
- Created Journal, Ledger, Income Statement& Balance Sheet.
- Led accountants team.

Sep 2005 – Sep 2006

MAS Company for real estate marketing & projects management, 6 October City. Giza, Egypt.

Accountant

- Responsible for Under Construction Projects (Projects Costs - Extracts - Supplier - Clients-etc)
- Created financial reports (Financial Extracts for customers).

Training Experience:

Dec 2014 – Till now (Self study in business career)

Sep 2009 - Sep 2010 (Professional Certificate in Accounting and Finance) – American University in Cairo “AUC”.

Training

- Preparation of Financial Statements.
- Business Economics.
- Financial Management and Control.
- Managing People.
- Financial Reporting.
- Accounting Information System.
- Management Accounting I.
- Financial Analysis.
- Corporate Reporting.

- Management Accounting II.
- Auditing, Internal Review.
- Direct Tax.
- General Sales Tax.
- Banking Operations.

Jun 2009 – Aug 2009 (American University in Cairo).

Training

- General English courses (level 9)

Jul 2008 – Sep 2008 (Berlitz Training Center), Cairo University

Training

- General and business English courses (level 4)

Apr 2006 – Aug 2006 (Accountant Training Center “ATC”), Ghamra, Cairo, Egypt

Training

- Created American Journal, General Ledger, Income Statement, Balance Sheet manually and by using Microsoft Excel Program.

May 2005 – Jun 2005, Pathways to Higher Education (PHE), Enhancing Research Skills Program (ERS).Cairo, Egypt.

Sponsored by Ford Foundation (FF), Faculty of Engineering, Cairo University, Future Generation Foundation (FGF).

Training

- Developed human skills and managerial skills.
- Enhanced presentation & project development skills.
- Acquired human and managerial skills including: analytical thinking, argumentation, Communication, Time Management, Team Work, Planning, Leadership, Stress Management, Risk Management and Negotiation Skills.

Jan 2005 – Apr 2005 Basic Business Skills Acquisition(BBSA)Cairo, Egypt

Sponsored by the Future Generation Foundation (FGF).

Training

- Developed language and computer skills.
- Enhanced presentation & project development skills.
- Acquired basic business skills including: marketing, sales, banking, accounting, business correspondence and report writing.

Interests:

Political news, Economic, Sport.

Activities:

Football, reading, social activities and surfing the internet.

Personal Information:

Date of Birth: 9/10/1983.

Place of Birth: Jeddah - Saudi Arabia.

Marital Status: Married, father

Military Status: Exempted.