# KHAIRAT HENEIN YOUSSEF

**2/A, ELFARIK KAMAL HASSAN ALI ST.**

**TEL: 02-22672694**

**MOB: 01008377295**

**EDUCATION:** Bachelor of commerce, Branch of Accounting, Faculty of commerce, Ainshams University.

**EXPERIENCES:**

**1-From 1/7/1987 to 31/1/1997**: I have worked for the **UNITED FINANCIAL CONSULTANTS** filling the post of an accountant and I was responsible for:

-Doing Accounting and auditing works for different companies.

-Preparing financial statements, Trial balances and Balance sheets.

- Preparing documents for tax auditing: Corporate tax, salaries tax and other taxes.

**2-From 1/2/1997 and up to 5/4/2018**: Working at **FRANKS INTERNATIONAL EGYPT FREE ZONE** doing several jobs:

-**Accounts receivables**: I was responsible for invoicing customers, preparing monthly revenue, monthly aging report and attending all meetings with customers related to financial disputes and contractual agreements.

-**Accounts payables**: I was responsible for:

-Writing Letter Purchase Orders for the different vendors which includes the purchase order, the invoice and the delivery receipt for the purchased items.

-Writing cheques.

-Keeping track for the Advance payments (Insurance, rent and others).

-Handling employees’ files for salaries and social insurance.

-Handling vendor’s files.

-**Other reports**:

-Weekly report: About weekly revenues, weekly payments and the bank accounts balances at the end of the week.

-Monthly balance sheet

-Monthly cash flow report: Monthly revenues, monthly payments and the bank accounts balances at the end of the month.

-Monthly fund request sheet: It contains the amounts requested for the previous month, disbursements for the previous month and the amounts requested for the new month.

-Bank reconciliations.

-Monthly analysis for the major accounts:

-Bank accounts balances

-Letter of guarantees

-Accounts receivable

-Accounts payables

- Intercompanies accounts

-Prepaid rent

-Prepaid insurance

-Fixed assets

-Accumulated depreciations

-Insurance withheld-employees

-Tax withheld-employees

-Tax withheld –vendors

-Accrued expenses

-Accrued payrolls

**-Accounting programs:**

-Macola

-Great plains

**-Tax jobs:**

-Preparing documents for tax auditing.

**-Yearly auditing from the company accounts auditor:**

-Preparing all documents needed for the yearly auditing.

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**CERTIFICATES:**

-Form # 3 confirming being recorded in the REGISTER OF ACCOUNTANTS AND AUDITORS for the number 8839

**COMPUTER SKILLS:**

-Excel and word.