

# MOSTAFA ATEF

ACCOUNTANT

## PROFILE

I am a self-motivated and i have experience in handling financial information for organizations. My strong mathematical reasoning and attention to detail allow me to sort through complex information and develop accurate reports. I am a highly meticulous person .

## CONTACT





Phones:  
01063830446




e-mail:  
Mof.mostafa@gmail.com

## SKILLS

+ Microsoft Office   
+ Basic Computer Skills 

## LANGUAGES

+ Arabic   
+ English 

## WORK EXPERIENCE

Accountant at rakha for agricultural development and investment

From 2018 To 2022

### PURCHASING ACCOUNTANT

RESPONSIBLE FOR MAKING PURCHASING ORDERS USING ACCOUNTING ARCALE SYSTEM , HANDING OVER CHEQUES TO THE VENDORS AND SUPERVISING OVER THE TRANSPORTATION PROCESS FROM VENDORS WAREHOUSES TO OURS

## EDUCATION

ICDL Course  
[Russian cultural Center](#)  
for improving my computer skills and cope with the requirements working market as Accountant

Bachelor Degree year 2016  
[Modern Academy](#)  
Bachlor of commerce Accountanting Dept.  
Grade:Excellent  
Degree of my Gradugation Project:Excellent

## RESPONSIBILITIES

Supplier accounts management.  
Manage and monitoring the storage with the vendors until the date of spare parts arrival.  
Responsible for the warehouse of spare parts, surfaces , tracks and lobed

# MOSTAFA ATEF

ACCOUNTANT

## PROFILE

I am a self-motivated and i have experience in handling financial information for organizations. My strong mathematical reasoning and attention to detail allow me to sort through complex information and develop accurate reports. I am a highly meticulous person .

## CONTACT



Phones:  
01063830446



e-mail:  
Mof.mostafa@gmail.com

## COVER LETTER

To:  
HR Manger

Dear,

This letter is to express my interest in your vacant position as Accountant .

My skills and capabilities are strongly fullfiling the requirements stated in your job description, making me believe that I would fit perfectly fit this role. During the last two years with my present employer, I have achieved successfully several projects from concept to completion. I possess excellent presentation skills beside iam aware about all key fields of Accountanting.

As a good team player who is open to work in a fast paced environment with demanding deadlines, I can quickly create superb individual conceptual designs, work out costs and prepare estimates. On top of this I possess excellent communication skills and will be very comfortable liaising directly with clients.

My goal right now is to secure a suitable position with a reputable company like yours, where I can be a part of professional team who works with well respected clients or brands. In this regards I trust that my attached resume will entice you enough to invite me for an interview.

Sincerely,

*Mostafa atef*

Mostaf Atef