

MOSTAFA BEHIRY

External Auditor & UAE Tax Consultant (Senior-Level) | IFRS • ISA • VAT & Corporate Tax
Accounting Systems Setup — Zoho, QuickBooks, Manager.io | AI Automation

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PROFESSIONAL SUMMARY

Senior-level **External Auditor & Tax Agent Assistant** with **4+ years in the UAE market**, currently leading audit, tax and accounting advisory at **MASAR Chartered Accountants – Dubai**. I handle everything end-to-end: full external & internal audit, UAE Corporate Tax & VAT, building accounting systems from scratch, designing Chart of Accounts, training accountants, managing the office & clients, and closing new deals. Strong accountant as well as auditor, combining IFRS/ISA discipline with **Zoho Books, Manager.io, QuickBooks Online** implementation and **AI-powered automation** to deliver clean, audit-ready books. **Ready for Senior Auditor / Assistant Audit Manager**.

CORE COMPETENCIES

- **Audit & Assurance (IFRS / ISA):** planning, risk assessment, substantive testing, internal controls, reports & management letters
- **UAE Tax – VAT & Corporate Tax (FTA):** registration, filing, refunds, voluntary disclosures, audits, reconsiderations & appeals
- **Accounting Systems:** full setup from zero, COA design, **Zoho Books • QuickBooks Online • Manager.io**, migration, QA & month-end close
- **Leadership:** office management, team allocation, training accountants/juniors, client onboarding, retention & deal closing
- **AI & Automation:** custom tools, PDF-to-Excel conversion, reconciliations & reporting automation

PROFESSIONAL EXPERIENCE

External Auditor | Tax Agent Assistant (Senior-Level Role) — MASAR Chartered Accountants

Dubai, UAE • Full-time, On-site • May 2024 – Present • 2 years 6 months

I work as an External Auditor and Tax Agent Assistant at a professional accounting and audit firm in the UAE. My role covers audit, tax, accounting systems and office management — supporting clients in compliance, transparency and accurate financial reporting, while managing the full client cycle and closing new engagements.

Audit & Assurance:

- Conduct audits for clients from various sectors (trading, contracting, services, e-commerce) in line with IFRS and ISA.
- Review financial statements and supporting records — general ledger, trial balance, journal entries, balance sheet, income statement and cash flow — for accuracy and compliance.
- Perform audit testing on key areas: revenues, expenses, payables, receivables, inventory and fixed assets; verify recognition, valuation and disclosure.

- Identify risks, test and evaluate internal controls and risk management processes, and suggest practical improvements.
- Prepare audit working papers, audit reports, management letters and documentation; support planning, fieldwork and client communication with seniors and managers.

Tax Compliance – VAT & Corporate Tax:

- Prepare and file VAT returns according to FTA regulations; handle Corporate Tax registration, filing and compliance.
- Review transactions to ensure correct VAT treatment (standard-rated, zero-rated, exempt) and correct Corporate Tax adjustments.
- Assist during tax audits and respond to FTA inquiries and inspections.
- Prepare reconsideration requests, clarifications and appeal files.
- Advise clients on VAT & Corporate Tax planning, invoicing, record-keeping and documentation; stay up to date with UAE tax regulations.

Accounting Systems Setup, QA & Training (Key Strength):

- Design and build complete accounting systems from scratch, including customized Chart of Accounts aligned with IFRS and business activity.
- Implement, examine and prepare multiple systems: **Zoho Books, Manager.io and QuickBooks Online** — including migration, opening balances, VAT settings, cost centers and month-end procedures.
- Evaluate and select best-fit systems and test their quality, controls and output reliability before handover.
- Train accountants and juniors on bookkeeping, closing, documentation and correct system use; prove accounting strength alongside audit.
- Build and program new tailored systems and automations using AI and programming to fit the work (reconciliations, data extraction, reporting).

Office, Client & Business Development:

- Manage the office day-to-day, allocate work, review junior work and ensure on-time delivery.
- Own the client relationship: onboarding, engagement letters, PBC lists, follow-ups and final delivery.
- Meet clients, explain findings in simple language, handle objections and close new audit / tax / system-setup deals.
- Currently pursuing the IFRS Diploma and active trainings to stay current with audit and tax updates.

Junior Auditor — AUDITCO GOLD

Dubai, UAE • Full-time, On-site • Nov 2023 – May 2024 • 7 months

- Prepared financial reports in accordance with international accounting standards (IFRS).
- Performed external auditing of companies and reviewed year-end closings.
- Handled VAT cycle: registration, return filing, refunds and de-registration.
- Performed Corporate Tax registration and compliance support.

Audit Trainee — MASAR Chartered Accountants

Dubai, UAE • Part-time, On-site • Sep 2023 – Nov 2023 • 3 months

- Planned and performed audit engagements (Annual & Interim) in compliance with ISA, IFRS and local laws.
- Prepared audit reports and performed financial analysis.
- Reviewed audit reports prepared by audit teams.
- Performed Corporate Tax registration services.

Accountant — EL BADR

Full-time, On-site • Feb 2022 – May 2023 • 1 year 4 months

- Recorded financial transactions (sales, purchases, expenses and revenues) with accurate supporting documentation.
- Assisted in general financial operations and month-end procedures.
- Controlled inventory: ensured alignment between financial records and actual inventory.
- Managed bank accounts: reconciled bank balances with company records.
- Maintained accurate and up-to-date records — the accounting foundation behind my audit strength.

SELECTED PROJECTS & AUTOMATION

- **DipIFR Suite Platform:** Self-built training platform for accountants and auditors to practice IFRS (IFRS 15, 16, IAS 37, IAS 21).
- **Smart Auditor – AI Audit Assistant:** AI-driven tool to automate repetitive audit tasks: sampling, GL analysis and documentation.
- **Bank Statement Automation (Real Client Case):** Converted 3 years of monthly PDF bank statements to clean Excel using Tabula plus data cleaning and analysis — saving weeks of manual entry.

EDUCATION & CERTIFICATIONS

- **DipIFR Diploma (ACCA) – In Progress (2026):** Diploma in International Financial Reporting.
- **Google AI Professional Certificate – Coursera (2025).**
- **1 Million Prompters – Dubai Future Foundation (2025).**
- **Accounting Fundamentals – Corporate Finance Institute (CFI) (2024).**
- **Basics of Finance – HP LIFE / HP Foundation (2022).**
- **Bachelor of Commerce, Accounting (July 2021).**

TECHNICAL SKILLS | LANGUAGES | PORTFOLIO

Audit: External Audit • Internal Audit • IFRS • ISA • Internal Controls • Risk Assessment
Tax (UAE): VAT • Corporate Tax • FTA Compliance • TRN • Reconsiderations & Appeals
Systems: Zoho Books • QuickBooks Online • Manager.io • Chart of Accounts Design • ERP Selection & QA • Excel Advanced • Tabula • Data Analysis
Languages: Arabic (Native) • English (Professional)
Projects: DipIFR Suite, Smart Auditor (AI audit assistant)