

OBJECTIVE

To obtain a meaningful and challenging position in the accounting field that would enable me to utilize my analytical and technical skills to improve company's profitability

EDUCATION

- B.Sc. in Commerce, , May 2015
Major : Accounting Average: good (73%)

PROFESSIONAL EXPERIENCE

From Shezlong Company, Sheikh Zayed., Giza
01/12/2018 Accountant **Payable**
To

- present
- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
 - Reconciling processed work by verifying entries and comparing system reports to balances
 - Maintaining historical records
 - Paying employees by verifying expense reports and preparing pay checks
 - Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding
 - Preparing analyses of accounts and producing monthly reports finance
 - Continuing to improve the payment process

From American Academy for Training Courses (AATC), 6th October City, Giza
01/03/2017 **General Accountant**
To

- 30/11/2018
- Preparing monthly cash flow statement
 - Prepare initial budget and submit it to top management for approvals
 - Calculate and analyze variances
 - Updating budget based on new situations
 - Check daily bank accounts and transfer cash between balances as needed
 - Recording and reconciling bank accounts using the company ERP system
 - Posting of check payments into the system
 - Performed multiple bank reconciliations
 - Review all invoices for appropriate documentation and approval prior to payment
 - Process check requests
 - Match invoices to checks, obtain all signatures for checks and distribute checks

- Respond to all vendor inquiries
- Reconcile vendor statements, research and correct discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Assured firm expenses are properly recorded
- Accruals and Amortization of prepaid expenses
- Manage petty cash requests and reconciling the petty cash to receipts received
- Ensured proper accounting of general ledger transactions and prepared monthly general ledger reconciliations
- Record and save all operations related to the previous tasks on Softex ERP system or Excel
- Constantly update tracking sheets for revenue
- See to it that all payments are made on time
- Perform weekly and monthly revenue analysis for senior management.
- Improved the timing and accuracy of reconciliation through presentation of excel spreadsheets

COURSES

- Diploma of the Professional Financial Accountant (Manual accounting, financial analysis, financial and administrative system), July 2015 (40 hours), CGAA
- Computerized Accounting (Peachtree, advanced Accounting Applications using Excel, Quick Books, Microsoft Accounting Programs), from 13/7/2014 to 7/8/2014 (48 hours), Public Service Center in Menoufia University, Very Good

SKILLS

- **Language** : Perfect command of spoken and written English
- **Computer** : Excellent Knowledge of MS Excel, Word, Access, PowerPoint, Outlook, Internet
- **Other** : Strong problem solving skills, research and resolution skills, data analysis and multi-tasking skills, detail oriented, reliable, self-disciplined, work under pressure, and Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness

PERSONAL DETAILS

- Date Of Birth : 10/7/1993
- Military Status : completed

REFERENCES FURNISHED UPON REQUEST

