

Holds a Bachelor of Commerce (Accounting dept.) and has over 6 years hands-on experience working as Accountant.

PERSONAL DATA

Nationality : Egyptian
Birth Date : 22/01/1992
Gender : Male
Marital Status : Single
Residence : Cairo

EDUCATION

: Bachelor of Commerce (Accounting dept.), Ain Shams University, 2012

LANGUAGES

Arabic : Native Language
English : Very Good
French : Fair

COMPUTER SKILLS

: Windows, MS Office, Internet

TRAINING COURSES AND CERTIFICATIONS

: English courses in Ministry of Defence Language Institute) (Berlitz & SYE).
: Course in team work requirements.
: Specialized accounting program, consists of:

- Financial accounting (1) course.
- Financial accounting (2) course.
- Financial accounting (3) course.

: Management accounting course.
: CMA (part 2) course.
: Schlumberger training include different activities (finance – purchasing).

CHRONOLOGICAL EXPERIENCE RECORD

Dates : From Aug. 2015 till now
Employer : EAST GROUP (Engineering and Services Technology S.A.E)

Job title : Receivable Accountant

Job Description :

- Recording daily transactions into accounting system ERP (Microsoft Dynamics AX) versus manual calculation thru excel sheet for avoiding human errors & ensuring accuracy and consistency in timely manner.
- Verify accounts by reconciling statements and transactions.
- Resolve account discrepancy by investigating documentation; issuing stop payments, payments, or adjustments.
- Maintain accounting ledgers by posting account transactions.
- Being point of contact in regard collection process facilitation by effecting smooth communication for serving the collecting dues, direct contacts with collectors.
- Updating regularly correct serial for all accounts receivables transactions which definitely matched with the issued invoices, systems recorded balances, excel analysis on a daily basis, accordingly reflect the maximize accuracy for the monthly closing procedures.
- Summarize receivables by maintaining invoice accounts; coordinate receiving monthly transfer to accounts receivable account; verifying totals.
- Collect revenue by reminding delinquent accounts; notifying customers of insufficient payments.
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends.
- In charge of recording accounts receivables balances in the Balance sheet statement at the end of the year.
- Prepare frequent reports to the financial manager & for Board Members as well.
- Have an experience related to AP cycle & General accounting as well, have supported in this positions for a while, was responsible for the following tasks:
 - Was in charge of handling all AP cycle as recording vendor's into system after reviewing added goods receipt at our stores.
 - Review all terms of our contracts with vendors to pay credit amounts on its time.
 - Dealing with treasury department to issue payment requests and make sure it got all signatures (technical approval, accounting approval).
 - Record, review and post all transactions regards AP cycle by settling all credit accounts with issued checks, vendors invoices, VAT deductions & other deductions.
 - Prepare VAT on sales and purchasing forum.
 - Record, review and post general journals into system (expenses, administration costs, delay penalties, VAT, stamps, bank transfer expenses & currency exchange).
 - Assist in review accounts balances in trial balance & prepare financial statement reports.

Dates : From Dec. 2012 till Jul. 2015

Employer : Alex Agriculture Company (LAMAR), one of Talaat Mustafa Group

Job title : Branch Receivable Accountant

- Job Description** :
- Responsible for handling petty cash (preparing receipts), Assist in the payroll process.
 - Monitoring customer account details for non-payments, delayed payments and other irregularities, Updates receivables by totaling unpaid invoices. Follow up, collection and allocation of payments.
 - Resolve collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department.
 - Investigate and resolve customer queries assist with month-end closing, also send statement to outstanding customers.
 - Communicating with customers via phone, email, mail or personally.
 - Review and process expense reports verses revenues.
 - Carry out billing, collection and reporting activities according to specific deadlines perform account reconciliations.
 - Daily/Weekly & Monthly reporting on cash and aging activities to management, Coordinate month-end accounts receivable close.
 - Provide documentation and answer receivables-related questions during year-end audit.
 - Accomplish accounting and organization mission by completing related results as needed, Protect organization's value by keeping information confidential.
 - Review AR aging to ensure compliance, prepare bank deposits.
 - Prepare and maintain various reports, conduct account research and analysis.