

Ahmed Mohamed

ACCOUNTANT



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Objective

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing levels of responsibility.

Experience

National Bank of Egypt | Accountant

April 2023 – December 2023

- Prepare tax invoicing and cash flow statement.
- Establishing balance sheet
- Cost and budget.
- Working with various types of technology and software Oracle, CRM, Tally and QuickBooks.
- Revenue and income analysis.
- Organizing and maintain financial records.
- Prepare financial reports.
- Legal compliance and financial control.

Madkur Real estate | Accountant:

August 2022 – April 2023

- Manage the accounts receivable and payable process.
- Day to day bookkeeping tasks.
- Calculate service charge.
- Prepare tax return and VAT filling.
- Track the outstanding invoices accurately.
- Develop and evaluate financial reports.
- Conducting AML risk assessments on new and existing customers

- Promote handsets and accessories
- Ensure compliance to policies & procedures.
- Attend and actively participate in the company's customer service training program.
- Engage in continuous learning opportunities to enhance skills and knowledge.
- Document customer interactions and feedback for analysis and improvement.

Education

Al Azhar University, BSC Faculty of Commerce (Good)

July 2022

Study field:

Accounting and calculations.

Financial management and marketing.

Tax accounting.

Cost and budgeting.

Revenue and income analysis.

Establishing balance sheet.

Cash flow statement.

AML risk assessments.

Languages

- Arabic (Native Language)
- English (Very Good)

Skills & abilities

- Team player with the ability to work collaboratively
- Problem solving
- Communication
- Leadership