

# Abdel Alim Fawzy Soliman

Accountant-own visa

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## Summary

Experienced and qualified accountant with a sound understanding of financial controls and processes a strong commercial awareness combined with the ability to analyses and produce high of developing cost saving practices, budget management, and forecasting with the retail and utilities sectors now looking to broaden experience.

## Core Competencies

- Financial Management
- Prepare financial statements, including balance sheets, income statements, and cash flow statements.
- Problem solving
- Collaboration
- high level of accuracy in work.
- VAT Compliance
- Teamwork
- Financial Reporting
- Strong organizational
- Ability to work independently
- Quick Book online
- Proficiency in accounting software and MS Excel
- Analytical skills
- Reporting
- Audit and Compliance
- interpersonal skills.
- Budgeting and Forecasting
- Self-motivated
- Excellent communication
- time management skills.

## Education

Bachelor of Commerce in Sohag University, Egypt

JUNE 2009

## Experience

### Accountant VARTUR ® Real Estate Brokerage UAE

➤ Accounting activities. financial records reconciling accounts

❖ As accountant accountabilities and duties were:

- Assist in daily accounting activities, including data entry, maintaining financial records, and reconciling accounts
- prepare and process invoices, receipts, payments, and other financial documents.
- Perform bank reconciliations and monitor cash flow. Maintain and organize financial files and documents. Assist in the month-end and year-end closing processes.
- Managing and recording receivable financial transactions.
- Ensure compliance with relevant accounting standards, tax regulations, and internal policies.
- Prepares Commission computation per agent

### General Accountant Al Badiah Company, Kingdom of Saudi Arabia:

Jan 2021 – Jun 2023

Accounting activities. financial records reconciling accounts

❖ As a senior accountant accountabilities and duties were:

- Assist in daily accounting activities, including data entry, maintaining financial records, and reconciling accounts
- prepare and process invoices, receipts, payments, and other financial documents.
- Collaborate with senior accountants to ensure accuracy and compliance with accounting standards and regulations. Assist in the preparation of financial reports, budgeting, and forecasting.
- Perform bank reconciliations and monitor cash flow. Maintain and organize financial files and documents. Assist in the month-end and year-end closing processes.
- Work with external auditors during financial audits. Support in financial analysis and reporting as required.
- Managing and recording receivable financial transactions.
- Preparing and maintaining financial statements, reports, and records.
- Following up payment with customers.
- Assisting with the preparation for audits and tax filings.
- Petty cash monitoring

**Jotun Paints Company Hurghada, Egypt:****Jan 2015 - Dec 2020****➤ Accountant**

- ❖ As a senior Accountant my accountabilities and duties were:
  - Process accounts and payments in accordance with financial policies and procedures.
  - Reconcile processed work by verifying entries and comparing system reports to balances.
  - Review and verify any disparities involving billing issues.
  - Ensure payments of invoices are accurate and on time.
  - Maintain the AR ledger; ensure that all payments are accounted for and properly posted
  - Generate financial statements and reports detailing accounts receivable status.

**Nile Hospital Hurghada, Egypt****Jan 2013 - Dec 2014****➤ Accountant**

- ❖ As an Executive accountant my accountabilities and duties were:
  - Register patients in accordance with the clinic's rules and procedures.
  - Responds to patients' needs and assists them in completing their transactions on a timely manner.
  - Ensure that records and papers are appropriately stored and maintained.
  - Receive payment by cash/credit card.
  - Generating the invoice both cash and insurance.
  - Issue Receipts, provide refund and balance to customers.
  - Identify prices of all services and tabulate bills in EMR. If any discrepancy found, inform clinic management or Finance Manager.

**Hilton Hotel, Sharm- Al shaykh****April 2010-December 2012****➤ Accountant.**

- ❖ As an Executive accountant my accountabilities and duties were:
  - Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail.
  - Coordinates and implements accounting work and projects as assigned.
  - Coordinates, implements and follows up on Accounting SOP audits for all areas of the property.
  - Complies with all applicable laws related to fraud and collection procedures.
  - Generates and provides accurate and timely results in the form of reports, presentations, etc.

**Certifications**

- |  |          |
|--|----------|
| • Professional financial accountant course                   | Apr 2020 |
| • Diploma in E-Marketing from Aamal Business Academy.        | Oct 2020 |
| • Diploma in Financial Accounting from the Business Academy. | Aug 2020 |
| • Excel-Word Course.   | Aug 2015 |

**Additional Information**

- **Nationality:** Egyptian.
- **Date of birth:** 01/08/1986
- **Language Skills:** Arabic is my mother language, and I am Good at English for Speaking and Writing.
- **Military Service:** Done.
- **Egyptian Driving License:** Valid.
- **Sadui Driving License:** Expired .
- **Social Impact:** Resalah organization member (2012-till now).

**Memberships**

- **Member of the Commercial Syndicate in Egypt Member.**

- **Member of the Egyptian Commercial Syndicate in Riyadh.**