

- I b r a h i m H a f e z

General Accountant

Dubai, UAE • +971503367442 • ebrahim.hafez211@gmail.com • Visa: Visit Visa

SUMMERY

Accountant with 4 years of experience and with a strong understanding of accounting principles and Procedures. Proficient in Microsoft Excel and QuickBooks. Seeking an Accountant position where I can Gain experience and develop my skills.

PROFESSIONAL EXPERIENCE

Enjaz Logistics, Egypt, Alexandria • General Accountant **jan2023-April2024**

- Reviewed financial documents, journal entries, and accounting books
- Prepared and calculated VAT returns
- Developed trial balances and financial statements
- Managed financial statements and records using Excel and QuickBooks
- Handled banking, treasury operations, and dealt with customers, extractors, suppliers, and shipping agencies
- Managed accounts payable and receivable and gained experience in sea and air freight

Baron Resort Hotel, Egypt, Sharm El Sheikh • Cashier – A/P. **Dec2021– Dec 2022**

- Managed customer transactions and issued invoices
- Operated computers, scanning devices, and cash machines
- Processing of payments and financial transactions to suppliers and obtaining goods and services from suppliers promptly
- Reconciling invoices

EG-Trainers, Egypt, Cairo • Accountant **Oct 2020-Nov 2021**

- Prepared documents, journal entries, and accounting books Developed trial balances and financial statements according to Egyptian accounting standards.
- Utilized Excel for accounting equations and Peachtree accounting program.

Office of Mr. Walled Abdel Hafez, Egypt, Cairo • Tax accountant

Oct2019- Sep2020

- Reviewed financial documents, journal entries, and accounting books
- Calculated VAT returns and prepared Form No. 41 Deduction
- Collection Developed trial balances and financial statements according to Egyptian accounting standards
- Managed financial statements and records using Excel and QuickBooks

EDUCATION

Good • Bachelor of Commerce in Accounting (English section), Kafr El-Sheikh
Graduation Year (2021)

CERTIFICATIONS

- Icdl.
- English Conversion, General
- Human Development.
- Professional Financial Accountant Diploma (PFAD) from EG Trainers Corporate
- Financial, Taxes, Construction Accounting, Accounting using Excel program, Introduction to ERP (Oracle Financial,) Peachtree program, QuickBooks program.
- Electronic Accounting Diploma in information Systems Institute – Armed Forces – Ministry Of Defense. (Accounting using Excel program)

SKILLS

- Technical Skills.
- Computer Skills.
- Proficient in Excel, QuickBooks, Peachtree, and ERP systems (Oracle Financial)
- Cash management and financial reporting.
- Excellent communication and interpersonal skills

LANGUAGES

- English –Arabic