

Abdelrahman Younes

General Accountant

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PROFESSIONAL SUMMARY

With 4 years of ambitious and dedicated experience in finance and customer service, I've achieved a 95% efficiency rate in invoice processing, a 98% success in timely payments, and a 30% increase in tracking accuracy. In both Accounts Payable and Receivable roles, I excelled at vendor management, invoice handling, and ensuring prompt payments. My analytical skills and attention to detail contribute to the financial well-being of organizations, showcasing consistent exceptional performance.

AREAS OF EXPERTISE AND SKILLS

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|-----------------------------|-------------------|------------------------------|------------------------|
| ✓ Data Analysis & Reporting | ✓ Microsoft Excel | ✓ Team Collaboration | ✓ Communication |
| ✓ AP And AR Knowledge | ✓ Microsoft Word | ✓ Adaptability & Flexibility | ✓ Problem Solving |
| ✓ Ability To Create Process | ✓ Quickbooks | ✓ Business Development | ✓ Interpersonal Skills |
| ✓ Budgeting And Bookkeeping | ✓ Negotiation | ✓ Work Ethic | ✓ Time Management |

EXPERIENCE

Accounts Payable Clerk

4/2023-12/2023

Pharaonic Flowers Travel for Tourism

Cairo, Egypt

- **Invoice Processing Excellence: 99% Accuracy :** Processed an average of 200 invoices per week with a 99% accuracy rate, ensuring timely payments and avoiding any late fees or penalties.
- **Efficient Vendor Accounts Management :** Managed and reconciled accounts for over 50 vendors, maintaining accurate records and resolving any discrepancies in a timely manner.
- **Efficient Expense System Implementation :** Implemented new expense reporting system, resulting in a 20% reduction in processing time and increased compliance with company policies.
- **15% Reduction in Accounts Payable Errors: Enhanced Control Measures :** Reduced accounts payable error rate by 15% through implementing new quality control measures, leading to improved accuracy and cost savings.
- **25% Faster Invoice Processing: Enhanced Efficiency and Cost Savings :** Improved invoice processing time by 25% by implementing new automated system, resulting in increased efficiency and cost savings.

Cashier

5/2020-9/2021

Stato 196 Restaurant and Café

Benha, Egypt

- **Exemplary Customer Service Achieves 99% Satisfaction :** Provided exceptional customer service by warmly welcoming customers, managing payment transactions securely, and addressing any concerns or issues, resulting in a 99% customer satisfaction rating based on post-transaction surveys.
- **Efficient Cash Handling: 200 Daily Transactions at 100% Accuracy :** Demonstrated proficiency in cash handling by accurately processing an average of 200 transactions per day with a 100% accuracy rate, ensuring the correct amount of change was given to each customer and reducing wait time by 50% and increasing customer retention.
- **Enhancing Customer Satisfaction Through Effective Communication :** Implemented effective communication skills by actively listening to customers' needs and resolving any payment discrepancies or issues promptly, resulting in a decrease of unresolved complaints by 75%, resulting in 20% increase in store loyalty and positive feedback.

Accounts Receivable Clerk

7/2017-1/2020

Fawry Collection Center for Financial Transfers for Merchants

Benha Brach, Egypt

- **Efficient Billing Issue Resolution through Collaborative Procedures :** Streamlined collection procedures by collaborating with internal teams and external partners, resolving billing issues within an average of 48 hours.
- **Enhanced Client Satisfaction through Improved Invoicing :** Strengthened relationships with clients by ensuring accurate and timely invoicing, resulting in a 15% increase in customer satisfaction ratings.
- **95% Accuracy Boost in Accounts Receivable for Faster Payments :** Improved accuracy of accounts receivable records by 95%, resulting in faster processing of payments and improved financial reporting.
- **Enhanced Cash Flow with 25% AR Turnover Reduction :** Reduced accounts receivable turnover rate by 25% through implementing a more efficient invoicing system, resulting in increased cash flow.
- **Optimized Revenue through 95% Collection Rate :** Maintained a 95% collection rate on past due accounts, resulting in increased revenue for the company.
- **Automated Billing :** Implemented automated billing system, reducing overdue accounts by 40% and improving cash flow by 20%.

EDUCATION

Bachelor Degree In Commerce Accounting Division

3 Aug 2021

Benha University

Benha, Egypt