



Ahmed Osama Mohammed Zaki

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Treasury and Banking Accountant

Professional Experience

Nawy

02/24 - 07/25

Treasury & Banking Accountant

- Managed Safebox Daily Cash Cycle
- Tracked Bank Deposits / Withdrawls
- Tracked Accounts Receivables Daily
- Maintained Custody Settlements
- Printed Cheques
- Updated CRM Salesforce
- Done Online Banking Transfers
- Sent Cash Position Daily to Manager
- Supported In Tax Returns VAT & WHT
- Done Bank Reconciliations
- Partaken In Monthly End Closing
- Assisted In Financial Statements P&L , Balance Sheet , Cash flows

Egypt University Of Informatics (EUI)

01/22 - 12/23

Front Desk

- Managed Front Desk Area
- Responed to Customers Queries
- Guided Parents On A Campus Tour
- Maintained Records And Files
- Participated In Annual Events
- Scheduled Appointments For Deans and President
- Assisted the Admissions Team

British Council

10/19 - 07/21

Customer Services & Sales Agent

- Handled Cash Daily & Visa Transactions
- Assisted Visitors Around The Facility
- Acheived Sales Target of 102%
- Advised Parents Choosing Suitable Courses for Young Learners
- Advised Adults Choosing Courses Based on Their Needs and English Level
- Participated In Placement Tests For Adults & Young Learners
- Settled Cash And Visa Transactions Daily

Education

Faculty Of Commerce . Ain Shams university
Bachelors Degree In Accounting Arabic Section - Fair

09/08 - 10/13

Sedky Soliman Secondary School
Thanwya Amma - 89 %

09/05 - 07/08

Key Skills

- Accounting fundamentals
- Cash management
- Tax Returns VAT & WHT
- MS office Excel Vlookup . Pivot table
- Online Banking
- Bank Reconcilations
- Journal Entries / Adjustment Entries
- Accruals
- CRM Salesforce
- Odoo

Languages

- Arabic / Native
- English / Fluent

Interests

- Continious learning
- Machine learning & AI
- MS Office