Hamada Nasser Abdelalim Bakr



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El Wasta – Beni seuif

1993-06-10

Egyptian

Married

Completed

EDUCATION

Faculty of commerce (Accounting department)

Beni-Seuif University

2015 | Beni-Seuif

- Major: Arabic Section.
- Grade: Good.

MILITARY

Military Service

The performance of military service: Completed

LANGUAGES

Arabic

English

PROFILE

Detail-oriented accountant with a strong foundation in recording and reconciling financial transactions, ensuring accuracy in supplier and customer accounts, and proficient in tax return submissions including VAT and income tax. Committed to maintaining financial integrity and supporting organizational goals through meticulous accounting practices.

EMPLOYMENT

Al Arabi Group of Companies

Senior Accountant

02/2019 – Present

- recording of all financial transactions and documents in SAP in accordance with the accounting cycle, ensuring the accuracy and integrity of financial data and reports.
- Monitored and enforced internal controls to safeguard company assets and enhance the accuracy and reliability of financial reporting.
- Updated raw material costs based on actual landed costs by reviewing overseas shipping documents and preparing the required journal entries to clear outstanding accounts payable balances.
- Recorded banking transactions and performed bank reconciliations, including bank statements, letters of guarantee, and intercompany balances.
- Verified, received, and monitored cheque collections to ensure timely processing and accurate recording.
- Managed and reconciled accounts for customs brokers, shipping agents, and foreign suppliers, ensuring the accuracy of outstanding balances and timely settlements.
- Managed accounts payable and accounts receivable, ensuring timely payments and collections to support healthy cash flow.
- Reviewed and reconciled intercompany balances with subsidiaries and affiliated companies to ensure consistency and accuracy across financial records.
- Prepared and submitted tax returns, including Value Added Tax (VAT), Withholding Tax, Payroll Tax, and Corporate Income Tax.

SKILLS

- SAP System -ERP System
- Word
- excel
- power point
- Internet

QUALITIES

Professional Qualities

- Able to work well under stress
- Good planning and organizing skills
- Invention, creation and new idea to develop work

- Prepared periodic financial reports, analyzed financial data, and participated in budgeting and financial planning activities.
- Collaborated with cross-functional teams to streamline the month-end closing process, improving efficiency and reducing closing time.
- Coordinated with external auditors during annual audits to ensure compliance with financial reporting standards and the timely completion of audit engagements.
- Mentored junior accounting staff to improve technical skills and adherence to accounting standards, fostering a high-performance team environment.

Ulhwa Egypt Factory for Textile

accountant

02/2018 – 01/2019 | Intrenational Korean Company

- Recording and reviewing the movement of incoming/outgoing inventory
- Recording and auditing all transactions related to suppliers and customers
- Submitting tax returns: (Value added tax, Withholding Tax, salary tax, and income tax return).
- Recording daily entries for accounting transactions
- Recording bank transactions and reconciling the account statement

Techno Stone Factory for marble and granite

accountant

03/2017 – 01/2018

- Recording daily entries for accounting transactions and make sure the balances are correct.
- Preparing the monthly trial balance.
- Follow up on the accounts of suppliers and customers and all transactions with them
- Examining and receiving checks and following up on their collection.
- Recording bank transactions and reconciling the account statement

COURSES

Training course in Accounting Excel

12/2016

Introduction to the Excel program and training on (preparing the accounting system - preparing daily entries - preparing account analysis - preparing the trial balance - preparing the financial statements).

Training course

Tariq Al-Subaie Ahmed Academy

09/2013

- Establishing companies
- preparing final accounts
- reviewing final accounts
- preparing tax returns.
- Work on recording transactions and preparing financial statements
- Preparing financial statements in accordance with Egyptian accounting standards

Training course in Diploma In Accounting, Auditing And Taxes