

RANDA RAMADAN

ACCOUNTING MANAGER



CONTACTS

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New Cairo - Cairo, New Cairo, 11037, Egypt

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ABOUT ME

A highly motivated and results driven accounting manager who has over 10 years of invaluable experience in leading and developing a successful finance team. Skilled in numerous financial and accounting fields, including preparing annual budgets, monitoring key accounts. Having the ability to handle complex assignments effectively & possessing the confidence to work as part of a team or independently. Mohamed is presently looking for a suitable opportunity position with a forward-thinking company where he can excel, deliver & achieve his potential.

EDUCATION

Bachelor of Commerce,
Ein Shams University,
Cairo
2001

LINKS

Linkedin:
<https://www.linkedin.com/in/ra-nda-mohammed-4aa617104/>

LANGUAGES

English

PERSONAL DETAILS

Date of birth
26/6/1979

Nationality
Egyption

Marital status
single

WORK EXPERIENCE

Accounting Manager, ALFAKHER Tobacco, cairo
Jan 2013 - Feb 2024

- Manage and oversee the daily operations of the accounting department including: month and end-year process accounts payable/receivable cash receipts general ledger payroll and utilities treasury, budgeting cash forecasting revenue and expenditure variance analysis capital assets reconciliations trust account statement reconciliations, check runs fixed asset activity debt activity
- Monitor and analyze accounting data and produce financial reports or statements.
- Establish and enforce proper accounting methods, policies and principles.
- Coordinates with the external and internal auditors during the audit phase to provide them with the needed documents.
- Provide recommendations.
- Improve systems and procedures and initiate corrective actions.
- Assign projects and direct staff to ensure compliance and accuracy.
- Meet financial accounting objectives.
- Establish and maintain fiscal files and records to document transactions.
- VAT & other Tax periodic filing of statutory returns thereof.
- Prepares payments by verifying documentation and requesting disbursements.
- Preparing documents and preparing the necessary reports for tax examination, (corporate, VAT, payroll tax & WHT)
- Working on the electronic invoice system and the website of the Egyptian Tax Authority
- Reviewing the monthly payroll and preparing the annual salary settlement

General Accountant, Arabia for export & trading, cairo
Dec 2005 - Dec 2012

Review all purchase and sales invoices and prepare a daily and monthly sales report
Preparing daily accounting entries and matching them to the ledger accounts
Reviewing the monthly payroll and preparing accounting entries
Periodic review of the petty cash advance and its reconciliation with the accounting books
Preparing a reconciliation for the bank and matching it with the account statements
Preparing all tax reports and uploading them to the electronic system
Preparing monthly financial statements
Preparing all necessary reports for the audit office to prepare the annual financial position and annual income tax return

SKILLS

ERPsystem

Financial Reports

internal control

General Ledger

Tax accounting

microsoft excel word

Human Resources Management

leadership

Financial analysis