

Ahmed Mohamed Rizk

Accountant

Phone: 01016939811
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Location: Dikrnis, Daqahlia, Egypt

Professional Summary

Detail-oriented Accountant with a Bachelor's degree in Accounting and hands-on experience in managing customers and suppliers accounts, purchasing and sales, cash handling, inventory control, and preparing financial reports and statements using ERP systems.

Work Experience

Accountant – Alamal Market (Nov 2023 – Oct 2025)

- Managed customers and suppliers accounts
- Monitored purchasing and sales activities
- Supervised cash and inventory
- Contributed to monthly and annual financial statements

Cashier – Alamal Market (Apr 2023 – Nov 2025)

- Handled daily sales transactions
- Provided customer service and cash handling

Accountant – Algawhara Mall (Aug 2022 – Mar 2023)

- Managed customer and supplier accounts
- Controlled inventory and cash movement
- Prepared monthly financial reports

Education

Bachelor of Commerce (Accounting)
Mansoura University – 2021

Skills

-Microsoft Office (Word, Excel)
-ERP Systems (Odoo, Peachtree, Tally, QuickBooks)
-Financial Reporting
-Ability to Work Under Pressure
-Fast Learner

Certifications

Professional Financial Accountant (PFA) – International Distinction Academy (IDA)

Languages

Arabic: Native
English: B2