Ahmed Mohamed Elhabashy

Accounting

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SUMMARY

Experience for more than 15 years from 2005 to date, in all departments of accounts, clients, sales, suppliers, banks and others in the field of manufacturing, export, branch management and financial management.

SKILLS

- Languages (En - FR – AR)
- Computer Skills
- MS Office apps
- Time Management
- Team leading
- Financial Statement Preparation
- Dealing with the official and legal authorities regarding the financial issues
- communication Skill
- ERB system SAP B1

EDUCATION

Faculty of Commerce, University of Menoufia 2005

EXPERIENCES

ACCOUNTING MANAGER – El Misria for Food Investment
10.Th of Ramadan, from 10/2019 – tell now

Work as Accounting Manager at the elmisria Company for Food Investment, which works in the field of manufacturing and exporting foodstuffs

Accomplishments:

- Lead the accounts team to accomplish the required tasks
- Assign tasks to the accounts management team
- Create a documentary course for financial management
- Monitor inventory control accounts
- Follow up of customer accounts
- Monitor bank accounts
- Follow up on suppliers' accounts
- Monthly closing of expenses and revenues and all accounts
- Preparing a list of profits and losses every three months and at the end of the year
- Depreciation of fixed assets
- Making daily entries and general ledger accounts at the end of the month and preparing final accounts at the end of each year
- Preparing financial position and income statements
- Create a documentary cycle for the factory
- Registration in the electronic invoice and all that concerns the registration of the company, coding and raising invoices
- Registration in the electronic invoice and everything related to the company's registration, coding and raising invoices
- Preparing the required tax returns, Form 10, Form 41, Employment Earning Form, and others

FINANCE MANAGER – Blue sky
Bujumbura, Burundi — 2016 -2019

Working for three and a half years in the Egyptian Blue-Sky Company, which works in the field of selling and importing goods from Egypt, China and others.

Accomplishments:

- REVIEW AND FOLLOW-UP OF CLIENTS' ACCOUNTS, TRANSFERS AND AMOUNTS DUE, AND PREPARE INVOICES IN ACCORDANCE WITH THE REGULATORY RULES
- REVIEW AND FOLLOW UP ACCOUNTS OF SUPPLIERS OF RAW, SPARE PARTS AND MISCELLANEOUS MATERIALS, AND REVIEW WORK TO MONITOR INVENTORY
- REVIEW AND FOLLOW-UP OF BANK AND CASH ACCOUNTS
- PREPARING PERIODIC REPORTS FOR DECISION-MAKING BODIES
- Preparing final accounts from a financial center, income list, etc.
- Prepare and review document for tax

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FINANCE MANAGER – Blue sky
N'djamena, Chad — 2014 -2016

Working for three and a half years in the Egyptian Blue-Sky Company, which works in the field of selling and importing goods from Egypt
Accomplishments:

- REVIEW AND FOLLOW-UP OF CLIENTS' ACCOUNTS, TRANSFERS AND AMOUNTS DUE, AND PREPARE INVOICES IN ACCORDANCE WITH THE REGULATORY RULES
- REVIEW AND FOLLOW UP ACCOUNTS OF SUPPLIERS OF RAW, SPARE PARTS AND MISCELLANEOUS MATERIALS, AND REVIEW WORK TO MONITOR INVENTORY
- REVIEW AND FOLLOW-UP OF BANK AND CASH ACCOUNTS
- PREPARING PERIODIC REPORTS FOR DECISION-MAKING BODIES
- Preparing final accounts from a financial center, income list, etc.

Accountant – Elmisria for trading
Cairo, Chad — 2005 -2014

Accomplishments:

- Preparing customer invoices
- Calculating return on sales for each shipment and each customer
- Preparing price lists after calculating the cost
- Issuance of forward invoices
- Receipt of the customer's invoice
- Registering the invoice with the customer's accounts
- Sales journal entry
- Follow up on collections
- Recording the collections journal entry
- Daily Reconciliations
- Daily returns restrictions

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