

Ashraf Adel Kamal
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Date of Birth: 01/08/1995
Military status: Fulfilled

Marital Status: Married

Summary

I am looking for a job as a reliable General accountant with experience and focus. I have ambitions and talent with good competence in accounts. I have experience in auditing and payroll. I am looking for a modern and friendly work environment with the ability to work within a team.

Work Experience

- General Accountant at “Baladi General Contracting Establishment”
(NOV 2024- till Now)
- General Accountant at “Premium Mart”
(NOV 2023- NOV 2024)
- General Accountant at Triple A
(FEB 2022 - OCT 2023)
- General Accountant at “MITHAK” Steel Buildings
(March/2019 – JUN 2022)

Education experience

- * Faculty of Commerce (2017)
- * Al-Azhar University
- * Good
- * Accounting, Management, and insurance

Training

- Tax Accountant at The Office of the legal Accountant “Mr. Ahmed Sayed Abd El-Aziz”
(Jun/2017 – Dec/2017)
- Financial Accountant at “Al-KHABAZ Company” for food industries
(February/2016 – August /2016)

Language skills

English: -

- * Reading: Good * Speaking: Good * Listening: Good
- * Writing: Good

Computer skills

- * Multiple skills in the use of a computer (ICDL)
- * Good in excel, Good in word, Good in PowerPoint
- * Odoo System

Accounting skills

I acquired during my years of working in the field of accounting of experiences and still do.

- The ability to set up an accounting system for businesses.
- The ability to record in the accounting books and prepare all kinds of journal-entry accounting for all accounts and the entire session.
- Oversight of procurement and stores by documentary court cycle inventory and recorded different ways.
- Documentary session of the purchases and stores.
- Documentary session of the purchases and stores purchase order, preparing Offers rates, the issuance of a purchase order, receipt of the invoice from the supplier, testing and receipt of the minutes, then add our store.
- Date control in Class various ways Pricing cards.
- Control of fixed assets by recording fixed assets at cost and proved correct.
- Depreciation of fixed assets in all the different depreciation.
- Preparation of final limitations and restrictions inventory settlement.
- Preparation of financial statements the income statement and balance sheet.
- Representations of income tax preparation.
- Prepare notices discount model 41.
- The ability to prepare an accounting integrated system on Excel program.
- The ability to deal with all the computer programs and write fluently on the Office program.
- Bookkeeping for all types of companies.
- Prepare all types of tax returns and forms (Sales, Payroll, Withholding)

Prepare records and documents to attend all kinds of tax inspections (Income, Sales, Payroll, Withholding)

Courses and technical skills

- * Accounting workshop from to at RS financial services (2023)
- * Odoo workshop (2023)
- * Human recourse. (2021) * English (2017) * ICDL (2017)

"Reference upon request"