

# Ahmed Mohamed Fathy Abdelrahman

## Accountant

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### SUMMARY

- A professional accountant with over Three years of practical experience in various accounting fields, including preparing journal entries, recording in accounting ledgers, generating financial statements for companies, and working with accounting software. I am seeking to join a reputable organization where I can contribute my expertise, analytical thinking, and organizational skills to achieve objectives with precision and high efficiency .
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### EXPERIENCE

**Accounts Receivable Accountant – Al-Magmoua Food & Juice Company** May 2025 – May 2026

- Work on the Odoo system
- Follow up and register customer accounts
- Review sales invoices and close the monthly accounts
- Follow up on collections and cheques
- Follow up with sales representatives and review their collections and sales activities.
- Monitor customer service performance to ensure service quality and the accuracy of related financial transactions.

**General Accountant – Al-Khair Company** Mar 2023 – Apr 2025

- Managed daily accounting operations using a company-specific accounting system Mansoura Information Systems (MIS) Software and Microsoft Office applications.
- Prepared financial reports and closely monitored inventory movement.
- Collaborated with various departments to ensure financial discipline within the organization.
- Followed up on accounts receivable and payable, ensuring accurate record updates.

**Financial Accountant – Office of Chartered Accountant Mohamed AbdelRaouf** Mar 2023 – Mar 2025

- Performed all accounting and auditing tasks.
  - Recorded daily journal entries and maintained accounting books through to the preparation of final financial statements.
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**EDUCATION** Sep 2019 – Jul 2023

- Bachelor of Commerce in Accounting | Zagazig University, Egypt.
  - **Grade: Excellent With Honors 91.58%** | Graduation Year: 2023
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### Courses

- - American Journal Template In Excel
- - Solving Accounting Problems
- - Odoo Erp For Accountants
- - Quickbooks Accounting Program
- - International Financial Reporting Standards
- - Financial Accounting & Bookkeeping
- - Income Tax - Vat - Zakat
- - Artificial Intelligence In Accounting
- - Professional Ethics For Accountants
- - Accounting Terminology

- **Microsoft Office** (Excel, Word, PowerPoint, Access)
- Windows
- Internet Skills, IT
- Cyber security
- Maintenance

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## **SKILLS**

- Proficient in Microsoft Office Suite (Microsoft Word, Microsoft Excel).
  - Adaptability and effective communication.
  - Ability to work under pressure and problem-solving skills.
  - Teamwork and collaboration with colleagues.
  - Capability to lead, motivate others, and take responsibility.
  - High efficiency, outstanding performance, and professional conduct and ethics.
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## **LANGUAGES**

- Arabic: Native
- English: Very Good