Muhammad Sami

SENIOR ACCOUNTANT

Details

St 18 - Gesr Suez
Cairo
Egypt
01069963894
Muhammad.sami71@yahoo.com

NATIONALITY

Egyptian

DRIVING LICENSE

Yes

DATE OF BIRTH

15/5/1994

Skills

Very Good knowledge of MS office

Good knowledge of Odoo ERP System

Able to work in team or alone

Able to learn new tasks quickly

Able to work under stress

Languages

English

Interests

Community involvement

Traveling

Profile

Certified Accountant with five years of experience in account reconciliations, streamlining accounts, and financial planning. Highly motivated professional with a proven track record of delivering accurate reports and high quality service. Possess a comprehensive understanding of all aspects of accounting and financial planning. A dedicated leader with the ability to lead effective teams in attaining profit improvement.

Employment History

General Accountant, Sokkar Sewing Machines, Cairo

JANUARY 2019

-Collection from customers via cash, checks or Visa.

-Follow up on the company's expenses through the expense schedule and ensure that they are paid on the due dates.

-Preparing a daily report that includes receipts and payments.

-Follow up on the dates of checks and sending them to the bank on their due dates for collection.

-Preparing payroll.

-Performed reconciliations between general ledger, bank accounts, and credit card accounts to ensure accuracy of financial information.

-Performed reconciliations between general ledger and account receivables.

Education

Bachelor's degree in management and accountancy , El-Shorouk Academy, Cairo

OCTOBER 2014 – JUNE 2017

Grade: Very Good