MOHAMED ADEL GHANEM

Senior Accountant

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ABOUT ME

Performance-oriented Accountant ofering exceptional record of achievement over 6 year's career. Tenacious manager with strategic and analytical approach to solving problems, bringing in customers and accomplishing profit targets. Talented in identifying and capitalizing on emerging market trends and revenue opportunities.

LANGUAGES

English

Arabic

SKILLS

Management

Leadership

Sales

General Ledger

Time Management

Technical Analysis

Accounts Payable

Microsoft Windows

Data Entry

Communications

Negotiations

Planning

Stock Control

WORK EXPERIENCE

- Seif Group
  SR. ACCOUNTANT, ACCOUNTS PAYABLE

  • Review invoices for appropriate documentation on prior to payment
  • Perform invoice and general ledger data entry
  • Prepare checks and Print and obtain signatures on all checks
  • Assist senior financial oficers as needed
  • prepare journal entries for expenses
  • Follow up on suppliers' entitlements
  • Preparing the monthly reports for the managers on the total purchases and the total paid to the suppliers
  • Audit supplier accounts

- Seif Group
  SR. ACCOUNTANT & ADMINISTRATION MANAGER

  • Responsible for all assigned shops in my area (Fisal - Imbaba - Mohandesen)
  • Review my area P&L on quarterly basis
  • Responsible for stock control management of my area
  • Responsible for Sales & Demand forecast analysis
  • Managing Junior accountants team in the assigned area
  • Interact with marketing team for new products launching
  • Interact with all banks for day to day works

- Seif Group
  SHOP JUNIOR ACCOUNTANT

  • Responsible for assigned shop financial aspects
  • Managing cahier staf duties
  • Stock control management
  • Responsible for shop P&L analysis
  • Reviewing daily deposits

EDUCATION

- Ain Shams University-The Higher Institute of Cooperative and Managerial Studies 2014
  BACHELOR OF BUSINESS ADMINISTRATION