**AHMED SAIED MEHINA**
Accountant

Ajman- UAE
**0097156-7944712**
a7oka123@gmail.com

## OBJECTIVE

I'm an ambitious Accountant with more than a year of experience, seeking a challenging position in a dynamic environment where I can prove my passion for accounting and auditing. Driven to meet and exceed performance expectations and to do my best to achieve employer goals.

## EDUCATION

**Graduation:** B.com, Accounting Department- Menoufya University - Egypt

Graduated Date : June 2023

## EXPERIENCE:

- **Dec. 2023 – September 2024**

**Employer :** Morshed Import & Export Company- Egypt

Position : **Accountant**

- Prepare accurate and timely financial statements, including SOFP & SOPL statements,
- Monitoring the budget and providing financial recommendations
- Performing daily accounts transactions, posting journal entries & petty cash handling
- Oversee accounts payable and accounts receivable functions
- Reconcile company bank accounts monthly
- Maintaining accounts ledgers and preparing adjustment entries as required
- Preparing and disbursing payroll
- Maintaining invoices and customer reconciliations
- Ensure compliance with relevant tax regulations and Tax return preparation
- Registering fixed assets, conducting annual physical counts, and calculating FA depreciation

- **June 2023 – Dec. 2023**

**Employer** : Noor Technology Educational Academy – Egypt

Position : **Assistant Accountant**

- Process and record incoming and outgoing invoices
- Assist with entering financial data into accounting software or spreadsheets
- Support in the preparation and filing of VAT, payroll taxes, and other required tax forms
- Assist senior accountants with various administrative and financial tasks as required
- Monitor and track overdue payments, follow up with clients for outstanding receivables, and support the resolution of discrepancies
- Handle the petty cash account and handle the daily expenses.

## Training & Other courses

- Banque Misr Online Training (2020, 2021, 2022)
- Mentor Platform Courses (2022)
- Professional Financial Accountant (PFA) Course
- Cairo University, Egypt – 2022
- Banking Workshop Cairo University, Egypt – 2023
- Accounting Application (Odoo)

## LANGUAGES

- Arabic: Native language.
- English: Good.

## COMPUTER SKILLS:

- Proficient in Office (Word, Excel, PowerPoint)
- Proficient in Windows, Internet, and Emails & communications applications.
- Accounting ERP and financial applications

## PERSONAL CHARACTER & SKILLS

- Strong communication and collaboration abilities
- Problem-solving and critical thinking
- Time management and organizational skills
- Adaptability and flexibility
- High attention to detail and accuracy.

## PERSONAL DETAILS

Name : AHMED SAIED MEHINA
Date of Birth : 13/09/2001
Visa Status : Visit Visa
Marital Status : Single
Nationality : Egyptian

Mobile : 00971-56-7944712