

Omina Ameen Mohamed *General Accountant*

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📅 15/09/1998 🧑 Single

Professional Experience

Training Sap Fi Consultant, *United tobacco company*

15/5/2025 – 20/7/2025

- Doing all transaction accounting on SAP ERP System (GL, AR, AP, Bank, assets)
- Handling SAP Fi System Issues For Users

6 October

General accountant, *Fastway Company For Import and Export*

03/2022 – 26/4/2025

- Provide Financial statements.
- Handling VAT & Withholding Tax on Portal.
- Handling Letter of credit For foreign Procurement.
- Doing closing activities every month.
- Monitoring Cash Flow.
- Monitoring Treasury.
- Handling AP Module.
- Doing all transaction on Odoo ERP System.

Giza, Dokki

General accountant, *Kayan Company For Import and Transport*

07/2020 – 03/2022

- Do Daily reporting.

Giza,

haddaey el ahram

- Analyze targets.

- Meet with department heads.

- Manage and coordinating monthly reporting, budgeting and reforecast processes.

- Provide back office services such as accounts payable, collection and payroll.

- Monitor cash flow.

- Liaise with accountant teams.

General Accountant, *Legal accountatant office*

03/2017 – 07/2020

- Prepare and file tax returns.
- Enter accounting related information into business logs.
- Inspect account books for efficiency and accuracy.
- Organize and update financial records.
- Recommend ways to reduce costs and enhance revenue.
- Perform monthly company settlements.
- Prepare documentation for external auditors.

Giza

Education

Good / Accounting, *Higher Institute of Accounts and Information Systems*

06/2020

Skills

Computer Skills

Microsoft Office



Language

English



Personal Skills

- Team Worker.
- Communication skills.
- Doing tasks at dead line.
- leadership skills.
- Problem Solving.
- Self Improvement.

Courses

general Accounting, *Legal Accountant Office*

01/2017 – 02/2017

Giza

SAP FI Consultant, *Jupiter 2000*

01/2020 – 02/2020

Cairo

ICDL, *Latin Institute*

Cairo