Amr Elshahat

Financial Accountant

CONTACT

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Mansoura,Egypt

PERSONAL DATA

Nationality: Egyptian

Religion: Muslim

Marital status: Married

EDUCATION

Bachelor of Commerce
Mansoura University
Grade: good
2017

Preparation of Accountants
ITC Academy
2017

ICDL CERTIFICATE
ITC Academy
2016

Comprehensive accountant
C.G. A.A of Professional Accountants
2017

SKILLS

- Windows
- MS Office
- Internet
- Photoshop

WORK EXPERIENCE

Internal Auditor — 2022 - Present

Sphinx Group for Import and Export

1- Review and evaluation of internal control systems.
2- Take the necessary measures to protect the assets of the establishment.
3- Determine the extent of employees' commitment to company policies and procedures, evaluating the performance of the company's employees in general.
4- Preventing and detecting fraud and errors if they occur.
5- Conducting regular and periodic reviews of various activities and reporting results and recommendations to senior management.
6- Determining the extent of reliance on the accounting and financial reporting system, and ensuring that the information contained therein accurately reflects the reality.
7- Prepare documents and reports related to the results of internal audit work to discuss them and make recommendations to take corrective measures and introduce the necessary improvements, and display, clarify and save them in its database in accordance with the approved policies and procedures.
8- Participate in the inventory committees, whether periodic or sudden of the Covenant, inventory and assets and make sure to do-In accordance with established local inventory.
9- Review and follow up the procedures of exchange and arrest and make sure that they comply with the regulations in force.
10- Cooperating with the external auditor to identify the areas of external audit.

General accountant — 2017 - 2021

Sphinx Group for Import and Export

1- Recording daily entries and entering them into the company's software.
2- Preparing internal reports and following up on the company's.
3- financial situation and customers' debit and credit balances on a daily basis.
4- Preparing, analyzing and examining a complete study of all the company's financial data.
5- Implementing the accounting system established for the company and ensuring the accuracy and validity of the financial documents cycle.
6- Recording financial invoices for purchases and sales on the system periodically.
7- Accurately monitor the movement of sales and purchases to record the correct data.
8- Monitoring the quantity of goods within the company, and reviewing and inventorying the company's stores every month.
9- Providing accurate information about the company's financial situation and following up on the company's account with the bank, including debit and credit transactions.
10- Documenting the received checks with receipt vouchers and depositing them with the banks after installing them in the company's software.
11- Preparing and issuing customer checks after the approval of the company manager.
12- Maintain backup copies of financial tables and accounting books.
13- Supervising petty cash expenses and the Covenant Fund.
15- Follow up on lease contracts, concluded contracts, and licenses.
16- Recording periodic records of depreciation, interest, and prepaid expenses.
17- Preparing the company's employees' salaries on a monthly basis and reviewing the fingerprint device.
18- Implementing all decisions requested by management and helping them make decisions.