

Sameh Mohamed Alkalawy

Title: Accountant. **Address:** Qalyubiyah/Cairo
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• Education:

- Bachelor of Commerce Department of Accounting, Benha University
- Minor: Accounting
- Relevant coursework: Financial Accounting, Managerial Accounting, Auditing, Taxation, Business Law, Economics, Statistics, Business Ethics, Business Strateg

• Work Experience:

- Trained at banque misr in 2021 (online)
- Trained at banque misr in 2022 (online)
- 4 months of experience in an Accounting office
- From sep 2023 until Now : Accountant and Manufacturing official at Solveda Company

Stock controller and follow manufacturing needs plan

Work on accounts payable and follow up on tax invoices

Expenses and withholding tax and submit them to the Egyptian Tax Authority

Work on the weekly and monthly factory production plan and follow up on it

Follow up on all of the above on the Odoo ERP

Follow up and close intermediate accounts on the Odoo ERP

• Skills:

- Proficient in preparing journal entries, maintaining the general ledger, and conducting trial balance assessments.
- Expertise in the preparation of accurate and comprehensive financial statements.
- Advanced proficiency in utilizing office programs for efficient documentation and reporting.
- Strong computer skills encompassing a range of applications to support various tasks.
- Soft Skills:
Effective communication, Fast learner, Teachable, Attention to details.

• Courses:

1. Data Analysis from Udacity
2. Professional Financial Accountant course (PFA)
3. Microsoft office specialized Course
4. CMA (Certified Management Accountant) in progress
5. Experience in ERP System ODOO

Languages: Arabic and English