



Ayman Osama

Studies and education

Bachelor'S degree in english commerce accounting department (Ain shams unversity), (Accumulative appreciation : Good)

|(2014 - 2018)

Work experience

General accountant, Uptown international school

CAIRO | From11/2024 - Current

*Job description :

- Tracking and Handling accounts receivable and payable .
- Preparing bank reconciliation.
- preparing daily payment summary report.
- Manage the daily functions of the company's cash.
- Prepare and submit weekly/monthly reports.
- Assist chief accountant in the preparation of monthly/yearly closing.

General accountant, Princeton international school

CAIRO | From12/2021 - 11/2024

*Job description :

- Tracking and Handling accounts receivable and payable
- Receiving daily cash and paying company bills.
- Treasury control and daily cash management.
- Preparing cash reports , prepare daily payment summary report.
- Manage the daily functions of the company's cash.
- Prepare and submit weekly/monthly reports.
- Assist chief accountant in the preparation of monthly/yearly closing.

Accountant, Master on the go company

cairo | From5/2020 - 12/2021

*Job description :

- Update accounts receivable and issue invoices.
- Update accounts payable and perform reconciliations.
- Assist in the processing of balance sheet, income statement.
- Recording invoices on the system .
- Preparing checks note for suppliers and their financial position.
- Treasury control and daily cash management.

Details

Email

ayman.osama20021@gmail.com

Telephone

01142303312

Skills

- Microsoft office



- COMMUNICATION SKILLS



Languages

Arabic Native

English Professional

French Basic

Courses

- Icdl, Ain shams university

- Internship , Bank Misr
July2017 - August2017

- ENGLISH, Harvest Institution