

Abderruhman Mohammed Salah

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Location: Cairo, Egypt

Professional Summary

Experienced in preparing monthly sales and purchasing reports, following up with customers and suppliers, recording invoices through ERP systems, and Managing the full sales and purchasing cycles, including sales invoicing, customer follow-up, collections, purchase orders, supplier follow-up, delivery, and invoice processing. Proficient in ASKON, View Soft ERP, CRM systems, and Microsoft Excel. Strong attention to detail with the ability to manage multiple tasks, meet deadlines, and maintain accurate financial records.

Work Experience

Accountant | Saudi Arabia – Remote

2025 – Present

Sales & Purchasing Accounting:

- **Prepare monthly sales and purchasing reports.**
- **Prepare and record sales invoices in ASKON ERP and follow up on customer payments.**
- **Use CRM to track customer transactions and sales activities.**
- **Manage the full sales and purchasing cycles, from invoicing and customer follow-up to PRs, POs, supplier follow-up, delivery, and invoice processing.**
- **Review supplier quotations, POs, invoices, and received items.**
- **Follow up with suppliers and coordinate deliveries and payments.**
- **Maintain accurate customer, supplier, sales, and purchasing records.**

Accountant | El-Wadi Export Corp.

Nov 2024 – Nov 2025

- Monitored customer invoices and followed up on collections to ensure timely payments.
- Prepared and recorded sales invoices in View Soft ERP system.
- Issued and tracked e-invoices in compliance with local tax regulations.
- Recorded and processed credit notes and sales returns.
- Reconciled accounts receivable balances with bank statements.
- Collaborated with the sales team and internal departments to resolve billing issues and ensure accurate invoicing.

Accountant | El-Sonbola for Cargo and Export

Apr 2019 – Nov 2024

- Dealt with IATA and various airline companies for freight operations.
- Issued and tracked customer invoices and followed up on collections until full settlement.
- Prepared and reviewed customer account statements regularly.
- Reviewed vendor invoices and processed timely payments.
- Reconciled bank accounts and ensured accuracy of transactions.
- Managed company petty cash and handled daily cash operations.
- Issued advances to couriers and followed up on settlements.
- Maintained accurate financial records and supported monthly closings.

Education

Bachelor of Commerce (Accounting – English Section)

Ain Shams University, Cairo | 2014 – 2018

Grade: Good

Key Skills

- **Sales & Purchasing Accounting**
- **Accounts Receivable & Payable**
- **Customer & Supplier Management**
- **Sales & Purchasing Cycle**
- **Invoicing & E-Invoicing**
- **Collections & Payments**
- **Bank Reconciliation**
- **ERP Systems: ASKON, View Soft**
- **CRM**
- **Monthly Sales & Purchasing Reports**
- **Microsoft Excel, Word & Outlook**

- **Petty Cash Management**
- **Customer Account Management**
- **Dealing with Freight Forwarders & Airlines**
- **Microsoft Excel, Word, Outlook**
- **Strong Attention to Detail**
- **Excellent English Communication**