Email
ahmadaf44@gmail.com

Phone
01016218151

Address
Zagazig

Date of birth
18/11/1993

Marital status
Married

Nationality
Egyptian

LANGUAGES

Arabic	Native Speaker
English	Very Good

SKILLS

Word, Excel (Advanced Excel)

Teamwork & Collaboration

Adaptability & Flexibility

Data Analysis

Ahmad Elsayed Ahmad

Accountant

An ambitious accountant with accumulated experience spanning since 2019 in various accounting roles. I have a proven ability to oversee daily tasks, mentor new colleagues, and contribute to team development. I have extensive experience in managing the revenue and expense cycle, processing payroll, and providing transparent financial reporting, enabling me to leverage my leadership and analytical skills to effectively contribute to the company's financial success.

EXPERIENCES

Accountant , Aldhait documents clearing

Ras Elkhimah , 01/04/2019 - 31/03/2021
Perform daily accounting.
• Support accounting including receivables and payables processes, general ledger, tax and bank reconciliation.
• Prepare monthly financial and management reports using Excel.
• Perform bank reconciliation.
• Liaise with banks on banking transactions.
• Handle petty cashbook.
• Support the operation teams in billing, process payment and collections (partially visible).
• Ensure compliance with statutory reporting requirements and company's internal procedures.
• Follow up on human resources affairs and work to organize them and to ensure that proper – all related to the company's legal matters and contracts concluded with these authorities.

Accountant , Enjaz Gent's Business Services

Ras Elkhimah , 01/05/2021 - 01/05/2023
Perform daily accounting.
• Support accounting including receivables and payables processes, general ledger, tax and bank reconciliation.
• Prepare monthly financial and management reports using Excel.
• Perform bank reconciliation.
• Liaise with banks on banking transactions.
• Handle petty cashbook.
• Support the operation teams in billing, process payment and collections (partially visible).
• Ensure compliance with statutory reporting requirements and company's internal procedures.
• Follow up on human resources affairs and work to organize them and to ensure that proper – all related to the company's legal matters and contracts concluded with these authorities.
.
.
.

EXPERIENCES

Accountant , Power Oil Seal

10th of Ramadan , 01/08/2023 - 30/11/2024
Preparing tax invoices, sending them to clients, and following up with them.
Follow up on debtors' collections.
Communicating with customers to follow up on reconciliations of balances and account statements.
Preparing the necessary VAT reports and submitting them to management and auditors.
Support audit and VAT queries, Liaise with banks on banking transactions.
VAT filing and reporting. Support the operation teams in billing, process payment and other administrative support.

Accountant , Al Tahhan Golden Dates

Cairo , 01/12/2024 - At present
Factory Accounts Management and Monitoring. As a financial accountant, I possess a deep ability to manage and monitor all factory accounts with precision and efficiency.
My responsibilities encompass a comprehensive range of tasks to ensure accurate financial reporting and smooth operations.
My responsibilities include:
Sales, Purchases, and Expenses Tracking.
Supplier and Customer Statement Reconciliation.
Management Report Preparation.
Accounting Software Data Entry.

EDUCATION

Good, Accounting Department,Faculty of Commerce, Zagazig University

Zagazig , 15/09/2013 - 30/06/2017