Ahmed Hassan *ERP - Specialist Accountant*

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01117672587 / 01098925842

Giza-Mounib

1999/08/17

Married

AHMED HASSAN

Education

2017 – 2021 **"Bachelor of Commerce, Business Administration "Good"**
Sohag *Sohag University*

Profile

A professional accountant with over 4 years of experience in financial accounting across Egypt and Saudi Arabia. Skilled in preparing and analyzing financial statements, handling daily transactions, invoices, taxes, and bank reconciliations. Proficient in ERP systems such as Odoo and highly experienced with Microsoft Excel. Holds several certifications including Professional Financial Accountant (PFA). Demonstrates strong time management, problem-solving, and communication skills. Known for accuracy, compliance with financial policies, and delivering timely financial reports. Committed to continuous development and maintaining high standards in accounting practices through training, planning, and efficient execution of financial tasks.

Professional Experience

2024/06 – present **Accountant**
Giza, Egypt *Cunacci*

- Record daily sales and financial transactions.
- Monitor invoices and receipts to ensure accuracy.
- Prepare daily, weekly, and monthly financial reports.
- Manage cash and verify financial balances.
- Provide accurate reports on sales performance and revenue.
- Interact with customers to ensure proper billing and payment collection.
- Coordinate with management to ensure compliance with financial policies.
- Work proficiently on ERP systems (Odoo)
- Advanced proficiency in Microsoft Excel

2023/02 – 2024/04 **Accountant**
Jeddah, Soudia Arabia *Aziz transport*

- Preparing financial statements “balance sheet, statement of financial position, income statement, trial balance”.
- Preparing journal entries and ledger.
- Preparing the company's financial reports.
- Matching and reviewing bank account statements.
- Preparing the value added tax report "VAT".
- Preparing supplier accounts and matching them with invoices.
- Preparing accounts payable and matching them with clients
- Handling cash payments and receipts.
- Preparing electronic and tax invoices.
- Dealing with ERP system programs.
- Using Microsoft Excel.

2019/02 – 2020/03
Sohag, Egypt

Accountant
Hazem Salim

- Review all documents and journal entries and transfer them to the journal and private journal With companies.
- Preparing and reviewing the assistant ledger and the trial balance (with totals and balances).
- Extracting analytical data and financial statements, income statement - financial position statement)
- Preparing and reviewing financial reports.
- With simulation of ready-made electronic programs, studying ERP programs, and attending training workshops For accounting work.

Certificates

Banque Misr training

International Computer Driving Licence ICDL
Edraak

Computer Essentials
Edraak

Professional financial accountant "PFA"
Sohag University

University certificate
Sohag University

Skills

Time Management skills
Prioritization and Planning

problem-solving skills
critical thinking and decision-making

Leadership skills
Ability to work with a team and act as a leader.

Rapid learning skill
Great ability to learn and acquire information quickly

ERP Systems

Microsoft Excel skills
Good ability to use Microsoft Excel.

communication skills
Active listening and Using the right communication method

Technical skills
I have a good knowledge of accounting information and how to use and apply it

Computer Skills
Acumen and intelligence in using computers.

Languages

Arabic
Mother Language

English
Read, write and comprehend
"Good"