Ahmed Ghalab Haddad

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Professional Summary

Motivated and detail-oriented Junior Financial Accountant with hands-on experience in daily journal entries, supplier and client account management, inventory tracking, and financial reporting. Proven ability to work in team environments and contribute to organizational success. Seeking to leverage accounting skills and ERP knowledge in a dynamic finance team.

Work Experience

Financial Accountant

Al-Karim Office for Accounting and Taxation – Beni Suef, Egypt

Jan 2022 – Nov 2023

- Recorded daily journal entries and posted them to general ledgers.

- Prepared financial statements and final reports for client companies.

- Maintained accounting records and ensured compliance with local regulations.

Accounts Payable & Receivable Accountant

Al-Andalus Shipping Company – Minya, Egypt

May 2021 – Feb 2022

- Monitored client and supplier accounts and updated balances.

- Issued reports on company financial obligations.

- Managed representatives' accounts and reconciliations.

Inventory Accountant

Up Life Women's Clothing Factory – Obour City, Egypt

Apr 2020 – Mar 2021

- Tracked inventory inflow and outflow.

- Verified supplier invoices and matched them with goods received.

- Issued inventory receiving invoices in compliance with specifications.

Cashier

Al-Shorouk Grill Restaurant – Cairo, Egypt

Jan 2019 – Jan 2021

- Operated POS system for order processing and payment handling.

- Maintained accurate cash drawer and daily sales reports.

Education

Bachelor of Commerce – Management Information Systems

Misr University for Science and Technology, Minya, Egypt

Skills

- Microsoft Office (Excel, PowerPoint, Outlook)

- ERP Systems

- Peachtree

- QuickBooks

- Gmail & Google Workspace

Languages

- Arabic: Native

- English: Advanced