SAMIR MOHAMED HASSAN
ACCOUNTANT | ACCOUNTS RECEIVABLE | TREASURY
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PROFESSIONAL PROFILE

Detail-oriented Accountant with hands-on experience across Accounts Receivable, Treasury, cash and bank reconciliation, customer balance control, journal entries, General Ledger, and month-end closing. Experienced in construction, tiles, real estate, and electronic payment environments. Proficient in Odoo ERP and Microsoft Excel, with a strong focus on transaction accuracy, reconciliation, financial documentation, and timely reporting.

KEY SKILLS

Accounts Receivable (AR)	**Treasury & Cash Management**	**Customer & Bank Reconciliation**	**General Ledger (GL)**
Journal Entries & Vouchers	**Month-End Closing**	**Aging & Collections Follow-up**	**Odoo ERP | Microsoft Excel**

PROFESSIONAL EXPERIENCE

Accountant – Accounts Receivable | Kandeel Developments

- Handle accounts receivable transactions and customer account follow-up.
- Use Odoo ERP for accounting transactions, financial documentation, and daily accounting operations.
- Perform customer balance reconciliation and support collection and settlement activities.
- Prepare journal entries and account analysis reports.
- Use Odoo ERP for daily accounting operations, transaction recording, and financial documentation.

Cash & Accounts Receivable Accountant | MAZLOUM TILES & MORE

- Manage cash, treasury, and customer accounts, ensuring accuracy of daily transactions.
- Record cash receipts, customer collections, and sales-related journal entries.
- Perform daily cash control and reconciliation.
- Reconcile customer balances, monitor aging, and follow up on outstanding receivables.
- Prepare and process journal vouchers in accordance with accounting standards.
- Execute month-end closing, including accruals and customer-related adjustments.
- Maintain accurate General Ledger records and supporting documents.
- Prepare account analysis reports for cash and customer accounts.

Accountant – Cash & Customer Accounts | The Almasrya Contracting Management & Maintenance Works, Egypt

- Record and control cash movements and customer transactions.
- Maintain AR records, customer balances, and supporting documents.
- Prepare journal entries, accruals, and adjustments.
- Assist with cash reconciliation and financial analysis.

Treasury & Accounts Receivable Accountant | The Egyptian Saudi Company for Construction & Building S.A.E.

- Manage customer accounts, invoicing, collections, and balance reconciliation.
- Monitor accounts receivable aging and follow up on outstanding receivables.
- Handle cash transactions and treasury records.
- Prepare journal vouchers and post transactions to the General Ledger.
- Perform month-end closing activities and financial adjustments.

Accountant – Accounts Receivable | OnPay Electronic Payment Company, Egypt

- Handle treasury operations and AR transactions related to electronic payment services.
- Record daily collections, settlements, and customer transactions.

- Perform cash, bank, and customer reconciliation on a regular basis.
- Maintain accurate customer ledgers and resolve discrepancies.
- Prepare journal entries and month-end adjustments.
- Support financial reporting related to cash flow and receivables.

EDUCATION

Bachelor of Commerce – Ain Shams University, Faculty of Commerce, Cairo | May 2022

Major: Accountant

Excel Skills: Pivot Tables, VLOOKUP/XLOOKUP, SUMIFS, IF, Charts, and Data Analysis

TRAINING & CERTIFICATIONS

- Comprehensive Accountant Course Diploma
- Microsoft Excel Office Certificate

LANGUAGES

Arabic: Native | English: Intermediate

PERSONAL DETAILS

Date of Birth: 29 Sep 1992 | Military Service: Completed