

IBRAHIM OMAR

ACCOUNTANT

CONTACT

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Quwaysina 32631 egypt

EDUCATION

2021-2022

MENOUFIA UNIVERSITY

- Bachelor of Commerce

SKILLS

- Highly skilled in using Microsoft Office programs (excel-word-outlook)
- Mastering ERP System (Oracle-odoo)
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Public Relations

LANGUAGES

- English (B1)

ABOUT ME:

As an accountant with two years of dedicated experience, I bring a strong foundation in both accounts receivable and accounts payable management. For one year, I honed my skills across both functions, gaining a comprehensive understanding of client invoicing, payment processing, vendor relations, and expense tracking. This was followed by another year specifically focused on accounts payable, where I developed a specialized expertise in managing supplier accounts, ensuring timely payments, reconciling statements, and optimizing vendor relationships.

WORK EXPERIENCE

Emdad Steel

AP and AR ACCOUNTAT

JAN 2025- PRESENT

- Proficient in the entire AR cycle, including invoicing, cash application, and collections.
- Skilled in generating accurate invoices, credit memos, and statements, ensuring timely delivery.
- Accurate and timely posting of customer payments to ledger accounts.
- Meticulous in reconciling customer statements and resolving payment variances.
- Ability to prepare and analyze Accounts Receivable aging reports to identify overdue accounts and potential risks.
- Competent in recording various financial transactions accurately.

Eastern Company for Home Appliances Techno Technogas

AP ACCOUNTAT

JAN 2024-2025

- Receiving and auditing invoices
- Match invoices with purchase orders and receiving records
- Data entry into the accounting system
- Preparing the necessary accounting entries
- Matching bank statements with payment records
- Verify payments
- Preparing periodic reports on supplier accounts
- Communicate with suppliers to resolve issues.