# AYMAN MOHAMED GHANEM

## ACCOUNTANT

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### SUMMARY

Detail-oriented and knowledgeable Accountant with 5+ years of experience in financial record-keeping, tax compliance, and regulatory reporting. Proficient in using advanced accounting software (e.g., Zoho Books, Odoo), preparing financial statements, and ensuring accuracy in financial processes. Skilled in budgeting, payroll processing, and financial analysis to support decision-making and optimize business practices. Strong team player with excellent analytical and problem-solving skills.

### EDUCATION

**Bachelor of Commerce – Accounting** **Jul 2019**
PortSaid University

### PROFESSIONAL EXPERIENCE

**Accountant** **2019 – Present**
Hassan Karawia Office, Egypt

- Managed daily cash functions, including account tracking, payroll allocations, and banking reconciliations, ensuring financial accuracy.
- Prepared and maintained financial records, ledgers, and reports in compliance with GAAP and regulatory standards.
- Utilized advanced accounting software (e.g., Zoho Books) to generate financial documents, reports, and presentations.
- Conducted financial analysis and modeling to identify cost-saving opportunities and improve business practices.
- Assisted in budgeting and forecasting processes, monitoring variances and reporting findings to management.
- Ensured timely and accurate tax filings, staying updated on changes in tax laws and regulations.
- Supported internal and external audits by providing necessary documentation and implementing audit recommendations.
- Handled accounts payable and receivable processes, ensuring timely invoicing and payment collection.
- Processed payroll accurately and addressed employee payroll-related queries.

**Mizan Accountant** **----------**
Gases for Medical Gases, Egypt

- Managed and maintained the general ledger (Mizan) to ensure accurate financial reporting.
- Prepared monthly, quarterly, and annual financial statements in compliance with GAAP.
- Conducted bank reconciliations and ensured accuracy in financial records.
- Assisted in budgeting and forecasting processes, providing insights into financial performance.
- Collaborated with the finance team to improve internal controls and financial processes.

### CERTIFICATIONS

- Accountant Excel Training
- Professional Financial Accounting (PFA) Diploma
- ERP System Training (Zoho Books)
- Soft Skills Program
- The Professional Educational Course in Preparing
- Course In General English
- Odoo Accounting Software Course

## SKILLS

**Technical Skills:**

- Financial Reporting
- Tax Compliance
- Accounting Software (Zoho Books, Odoo, QuickBooks)
- Payroll Processing
- Budgeting & Forecasting
- Financial Analysis
- Bank Reconciliations
- ERP Systems (Zoho Books, Odoo)
- Microsoft Office (Excel, Word, PowerPoint)
- Regulatory Compliance (GAAP)

**Soft Skills:**

- Attention to Detail
- Time Management
- Teamwork & Collaboration
- Problem-Solving
- Communication
- Adaptability
- Multitasking
- Self-Motivation.

## LANGUAGES

- **Arabic**: Native.
- **English**: Good.