Ayat mohamed elsawy

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Summary

Accounting experience with more than 9 years' experience in financial accountant field , how manage documents period , use ERP system and handle legal document with legal accountant.

PROFILE

- Positive attiuted , self motivated and Team working with ability to work Under pressure.
- The ability to lead a working group.
- Expert on MS Excel .
- Tha ability to learn.

EXPERIENCE

Senior Accountant **Dec 2018 – Current**
Dynachem Egypt

- Analysis purchasing monthly.
- Verify, allocate, post and reconcile accounts.
- Follow up vendors account.
- Review and reconcile bank account.
- Reviewing and classifing petty cash.
- Support month-end and year-end close process.
- preparation VAT report monthly and withholding tax report.
- Prepare purchasing and expenses analysis and reported to management.
- Work on IST ERP system.

Senior Accountant **March 2018 – Dec 2018**
Food craft for food industry.

- Preparing monthly profit&loss account , cash statement and financial position.
- Reconcilation of bank statement.
- Oversee and directs daily accounting activites over financial transaction (GL, A/R, Collection, A/P, Purchases, payment, adjustment).
- Monthly closing entries and adjustment.
- Preparing internal reports.

Senior Accountant **March 2016 – march 2018**
Foodplus (shish besh resturant):

- Preparing monthly profit & loss account , cash flow statement and financial position.

- Calculate cost of goods sold monthly.
- Facilitate and complete monthly close procedures.
- Reviewing daily sales.
- Prepare monthly account reconciliations.
- Preparing VAT monthly form and acoording with legal account.
- Acoording income tax form with legal account.
- Reviewing head office cash box and stores petty cash and classifing.
- Performing cost of goods sold statement and variance calculation.
- Observing stores and main warehouse monthly physical count.
- Reviwing vendors account.

Accountat payable **Dec 2014 – march 2016**
Sino's resturant

- Registration of vendors bills and follow up payments.
- Registration Treasury and Banks Journal.
- Registration expenses and classification.
- Follow up workining within the targeted budget in the field accounts payable.
- Worked on COMSYS Accounting software.

Junior accountant **Jan 2014 –dec 2014**
EAAC grop for traning center

- Preparing tax reports no 41.4 and 2.
- Reviewing bank account and recording checks.
- Recording vendor bills.
- Recording payment receipts.
- Worked on QUICK BOOKS Accounting software.

Junior accountant **Oct 2011 – Dec 2013**
Mutli Systems

- Recording purchasing and sales invoices.
- Recording cash box transaction.
- Handling sales tax form with legal accountant.
- Follow up collection from customers.
- Worked on QUICK BOOKS Accounting software.

EDUCATION

B.Sc. of Commerce Accounting Major -2011
Alexandria University

Training Courses:

- In tranning **CMA** (certified to management accounting).
- **Odoo system**(accounting , purshasing, inventory, sales)
- Quick books, Record keeping , **Tax** accounting.

Computer Systems Experience

- **Using Many Programs with an advanced performance such as,**
  - Microsoft Office applications Excel – Word
  - Organizers MS Outlook

- **Accounting Software Packages:**
  - Comsys Accounting Program
  - Quick books Program
  - IST Program
  - Odoo system
- **Banking Software Packages:**
  - By Linking online with Company bank's accounts to make inquiry about its balances and print out bank statements and to be able make bank transactions through it QNB Bank.

Able to fast & strong understanding and use of any new software.