

Ahmed Yousef

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CAREER SUMMARY

- **A Financial Accountant** with **Bachelor** degree in Commerce (2013).
- **8 years** of Total Experience.
- **Microsoft Certified Solutions Associate (MCSA).**
- International certified trainer
- Non-Banking Financial services industry preparation for investment Manager in stock market.
- **Professional user of MS Office, Windows.**

PERSONAL INFORMATION

- Marital status: Married.
- Nationality: Egyptian.
- Military status: Completed
- Date of birth: 25, April, 1991.
- Relocation: Willing to relocate.
- **Valid driving license.**

KEY HARD SKILLS

- **Financial Management**
- **Handover Skills**
- **Electronic Accounting**
- **Performance Review**
- **Managerial skills**
- **Enhancement of Entrepreneurship skills**

WORK EXPERIENCE

Financial Accountant, Hetlar Sons Genral Contractors **Aug2022- Now**

- Experience in recording accounting operations and working on the Babel (ERB) system for the following operations
  - Covenant and its liquidation, Warehouse operations, Make matches, The arrest and exchange movements, Sales and purchase invoices, Make the required reports, Recording expenses, Familiarity with accounting principles

Financial Accountant, Red Sea International G. Contractors (Fayed City) Jun 2020 – Aug2022

- **Project Client:** Commission Supervision of The Armed Forces
  - Paving Road Suez – Ismailia
    - Hand over the Project to the Roads and bridges Authority.

Financial Accountant, Detak General Contracting and Supplies (Obour City) Jun 2019 – Jun 2020

- **Project Client: Commission Supervision of The Armed Forces**
  - Paving Road Heikstep

Financial Accountant, Red Sea International G. Contractors **Feb 2015 – Jun 2019**

- **Project Client: Roads and Bridges Authority**
  - Paving Road Al wahat-October / Nov 2017 – Jun 2019
- **Project Client: Commission Supervision of The Armed Forces**
  - The Establishment of Housing Untis, A Hospital, Roads Idoor / Feb 2016 – Oct 2017
    - The project scope is to build many residential units, global hospital and construction & paving of some internal roads.
  - Paving Road Al wahat-Farafra / Feb 2015 – Jan 2016

Duties and responsibilities:

- Maintaining financial records and ensuring accuracy and completeness of financial statements.
- Preparing and presenting financial reports to management and stakeholders.
- Managing and reconciling bank accounts, including recording all transactions and preparing bank reconciliations.
- Overseeing accounts payable and accounts receivable processes, including verifying invoices and issuing payments.
- Conducting financial analysis and providing recommendations for improvement.
- Assisting with budgeting and forecasting processes.
- Participating in audits and ensuring compliance with internal controls and external regulations.

EDUCATION

- **Bachelor of Commerce** in Accounting / Benha university / 2009-2013

CERTIFICATES / TRAINING COURSES

- Microsoft Certified Solutions Associate (**MCSA**).
- **Non-Banking Financial services** industry preparation for investment Manager in stock market.
- Electronic Accounting.
- Business Management.
- International certified **trainer**.
- Enhancement of Entrepreneurship skills.
- Development of thinking and Managerial skills.

LANGUAGES

- **Arabic: Mother tongue.**
- **English: Good.**

COMPUTER

- Professional user in **Word, Excel, PowerPoint** and **Outlook**.
- ICDL

KEY SKILLS ACHIEVEMENT AND COMPETENCIES

- Contributed on handover of a huge project for the army forces client in short time compared to other contracting companies which in turn pushed the top management of client to decide on awarding us another huge project in area of the new capital administrative
- Effective communication and Problem solver.
- Creativity and Team Worker.
- Adaptability and flexibility and motivation