

Aasem Mohamed Fahim Al Emam

Branch Accountant

Personal details

asemelemam456@gmail.com

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Mubarak City,
35511 Al Mansoura, Egypt

September 24, 1992

Egyptian

Married

Military Status | Completed

Education

Bachelor in Commercial Accounting
2013
aculty of Commerce | English Section), Mansoura University
Grade | Accepted

Personal Skills

Self-motivated

Detail-oriented

Adaptable

Communicative

Analytical

Reliable

Profile

Detail-oriented and highly motivated Accountant with comprehensive experience in financial management, accounts receivable, and internal auditing. Proficient in preparing financial reports and implementing cost-control measures to enhance profitability. Demonstrated ability to work collaboratively within teams and adapt to evolving work environments. Skilled in utilizing various software applications to streamline processes and support organizational goals. Committed to continuous skill development and delivering high-quality results.

Employment

Branch Accountant **Feb 2018 - Present**
Transworld for Trading and Exporting | indomie
Is Responsible For

- Daily oversight and auditing of warehouses, including inventory and loading of vehicles.
- Maintaining the cash register and collecting payments from representatives and customers.
- Recording daily sales, reviewing invoices, and verifying expense and receipt vouchers for representatives using Excel sheets and the company’s special system for reconciliation.
- Preparing destruction reports for damaged and expired goods and supervising the process.
- Calculating monthly salaries and rent for drivers and representatives.

Accountant **May 2017 - Feb 2018**
Abo Al-Souod Institution for Manufacturing Clothes | Importing and Exporting
Was Responsible For

- managing accounts payable and receivable, ensuring accurate and timely processing of invoices.
- Assisting in financial audits and compliance with regulations.

Accountant **Oct 2015 - Apr 2017**
Health Care Medical Com.
Was Responsible For

- specializing in accounts receivable, internal auditing, and assisting the accounting manager.
- Preparing financial reports to support decision-making processes.

Software Skills

Microsoft Office

PowerPoint

Windows

Excel Accounting

ICDL

Career Skills

- **Accounts Receivable Management |** Demonstrated expertise in managing accounts receivable, ensuring timely collections, and maintaining accurate financial records to support cash flow.
- **Internal Auditing |** Proficient in conducting internal audits to assess compliance with financial regulations, identifying discrepancies, and recommending improvements for operational efficiency.
- **Financial Reporting |** Experienced in preparing comprehensive financial reports that provide insights into company performance, aiding in informed decision-making by management.
- **Cost Control |** Skilled in analyzing expenses and implementing cost-control measures to enhance profitability, ensuring budget adherence while optimizing resource allocation.
- **Team Collaboration |** Strong collaborator with a proven ability to work effectively within cross-functional teams, fostering a positive work environment that promotes shared goals and success.

Courses

Human Resources Development
Egyptian Center for Training, Association of Young Mediators (AYM), England

Manual Accounting
Egyptian Center for Training, Association of Young Mediators (AYM), England

Peachtree
Egyptian Center for Training, Association of Young Mediators (AYM), England

English | General | 5 levels
Egyptian Center for Training, Association of Young Mediators (AYM), England

Excel Accounting
Mansoura University

ICDL Certificate
International Computer Driving License

Languages

Arabic | Native speaker

English | Very good