

Ahmed Tarek Ali Abd El mageed

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Objective

It's an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contributing in the development of this corporation.

Education

- Bachelor of Commerce, Accounting Department (Graduation Year: 2016)
- Grade: Good
- Ain Shams University

Experience

Account Manager at KOON Building & Design (November 2023, Till now)

- Reviewing treasury
- Reviewing and reconciling customer account statements.
- Reviewing and reconciling suppliers' statements of accounts.
- Review bank statement.
- Preparing bank reconciliation statement.
- Review and Settlement of Petty Cash.
- Review purchases invoices.
- Preparing checks for supplier.
- Calculating the cash revenues collected by the company.
- Supervising the process of paying salaries and all payment operations and expenses.
- Inventory control.
- Organizing and preparing annual inventories.
- Preparing electronic invoices on the Egyptian tax system.
- Prepare VAT.
- Analyzing accounting data and preparing financial reports.
- Preparing periodic reports containing income statements and analysis of debts and cash flow.
- Closing accounts every end of the month and every end of the year.
- Preparing financial statements.

General Accountant at Lapoupee Home Fashion SHG

(January 2018, November 2023)

- **Review And Settlement Of Petty Cash For Engineers**
- **Review Project Expenses And Prepare Financial Reports**
- **Daily Review Of Treasury Of Company and Factory**
- **Review purchases invoices**
- **Reviewing supplier accounts statements**
- **Preparing checks for supplier**
- **Prepare VAT**
- **Reviewing the quantities of incoming and outgoing items in the warehouses**
- **Preparing The Cost Of Working Hours For Projects**
- **Record Daily Sales In The Accounts Statements**
- **Preparing electronic invoices on the Egyptian tax system**

Skills

LANGUAGE SKILLS

- **Arabic (Mother tongue).**
- **English (good speaking & listening & writing).**

COMPUTER SKILLS

- **Excellent knowledge in using MS Office programs (Excel & Word& Power Point).**
- **Excellent knowledge in dealing with Information Technology.**

PERSONAL INFORMATION

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- **Status: Single**
 - **Date of Birth:18 February, 1993**
 - **Military Service: Completed**