Ramez Mohamed

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Objective:

I am a dedicated professional with 6 years of experience in Accounting seeking an opportunity in a prestigious company where I can contribute to its growth and success, while also enhancing my skills and knowledge.

Education:

Bachelor's degree in accounting from faculty of commerce -| Cairo university (2016-2020) | With a Good grade overall .

Experience:

- **Accountant | Hurghada Tourism Services |**

  (July 2023 - present).

Job Responsibilities:

- Prepared and analyzed financial reports and statements in compliance with company policies and regulatory standards.
- Maintained accurate documentation of financial transactions, including purchases, sales, and expense records..
- Managed company disbursements via cash, bank transfers, and checks while ensuring proper reconciliation.
- Classified, posted, and summarized financial data to facilitate user-friendly reporting through ERP systems.
- Monitored and recorded all internal and external financial transactions for audit and review purposes.
- Administered VAT, withholding, and additional tax processes, including returns and payment schedules.
- Oversaw the electronic invoice system to ensure efficient tax documentation and compliance.
- Responsible for timely tax filings and liaising with tax authorities.
- Utilized and maintained financial modules within SAP, Odoo, and Al Motakamel systems for accounting operations.

- **Accountant | Sameh Abdelhay Accounting and Audit Office|**

  (October 2022 - June 2023).

Job Responsibilities:

- Prepared comprehensive financial statements, reports, schedules, and accounting records in line with regulatory and organizational standards.

- Documented purchase and sales transactions, maintained financial logs, and ensured clear audit trails.
- Conducted in-depth analysis of the company's financial status by compiling and interpreting budgets, income statements, profit and loss accounts, and expense reports.
- Managed the classification, posting, and summarization of financial data, streamlining accessibility for system users.
- Organized and presented financial information in a structured format to support decision-making and operational efficiency.

- **Accountant | Trypium Travel Agency |**

  (September 2019 - September 2022).

Job Responsibilities:

- Ensured the timely, accurate, and relevant recording, reporting, and analysis of financial transactions across departments.
- Assisted in the preparation of financial statements, budget performance reports, and other regulatory documentation.
- Maintained strict confidentiality when handling sensitive financial and client information.
- Prepared accounts and tax returns in compliance with applicable laws and company policies.
- Conducted client meetings and interviews to gather financial data and offer tailored accounting support.
- Monitored and documented all internal and external transactions, ensuring seamless reconciliation and transparency.
- Managed bank transfers and other financial operations with precision and accountability.

- **Trainee at HQ Bank of Faisal Islamic From 7/2018 To 8/2018**

- **Trainee at United Gas Derivatives Company From 8/2017 To 9/2017**
- **Trainee at HQ Bank of Faisal Islamic From 7/2017 To 8/2017**

Skills:

- Very good command of English in both verbal and written.
- Effective verbal and written communication skills.
- Problem Solving skills.
- Multi-task to work.
- Proficient Microsoft office (Excel, Word, Power Point)
- Time management.
- Adaptability
- Analytical skills
- Work under pressure

References:

Available upon request.