Adel Ashraf Adel Wahba

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A detail-oriented and analytical accountant with 3 years of experience . Proficient in accounting software , such as QuickBooks , Peachtree , and Excel , with a strong understanding of GAAP principles . Proven ability to manage complex accounting tasks, ensure data accuracy, and meet deadlines. I am looking for an opportunity to utilize and develop my skills .

Professional Experience

Noraco General Contracting Company

Head of Treasury and Banks — From Janaury 2024 to present

- Increase investments in income-generating assets .
- Successfully implemented a new cash management system which improved cash flow by 15 % .
- Developed strong relationships with banks and other financial institutions , which contributed to obtaining better financing terms for the company .
- Lead a treasury team of [4] employees to achieve the company's financial goals .

Treasury and Banking Accountant — From Janaury 2023 to Janaury 2024

- Receiving , depositing and disbursing funds , and preparing daily reports on cash movements .
- Matching bank statements with the company's accounting records .
- Forecasting the company's future cash needs and planning cash flows .
- Follow up on the repayment of bank loans and ensure compliance with the terms of the contract .
- Studying letter of guarantee requests, assessing risks, preparing the wording of letters of guarantee in accordance with applicable regulations and laws, and following up on the validity and renewal of letters of guarantee.

Suppliers and contractors accountant — From April 2021 to Janaury 2023

- I have worked on matching invoices and contracts with suppliers and contractors .
- I have been tracking inventory movement and comparing it to orders to avoid shortages or surpluses .
- Preparing periodic financial reports for the company’s management on the performance of suppliers and contractors .
- Working closely with purchasing departments .
- Manage all payments due to suppliers and contractors, from purchase invoices to account settlement .

Internships

Trainee, Chartered Accountant Office / Mohamed Abdel Raouf

Assistant in the accounting department — 2018 till 2020

- Entering accounting data into the system .
- Assisting accountants in preparing financial statements .
- Verifying the accuracy of invoices and accounting records .
- Preparing simple financial reports .
- Participating in internal audits .

Education

Bachelor of Commerce, Faculty of Commerce, Menoufia University — 2019

- Departement : Accounting .
- Degree 79.7 % (Good \\ ) .

Skills

Personal skills

- Clarity, confidence and listening .
- Dealing with working hours with actual performance aimed at the greatest possible productivity .
- The ability to adapt to work conditions, self-motivate and continuous learning .
- Good and effective communication .
- Flexibility .
- Teamwork .
- Emotional Intelligence .
- Attention to Detail .

Accounting skills

- Preparing daily entries from recording expenses, revenues, customer and supplier accounts, up to preparing the trial balance and financial statements .
- Preparing and reviewing payroll .
- Proficiency in recording on the American daily and speedy data entry .
- Attention to details and ability to save.
- Time management and organization .
- Dealing with the company's banker and bank balance .
- Conducting research, reviewing purchase orders, determining inventory levels, comparing prices, and then issuing purchase and supply orders .
- Matching supplier invoices with warehouse receipts and purchase orders issued by the materials management department .
- Archiving and organizing financial operations in an easy-to-use manner .
- Maintaining the confidentiality of financial information .
- Writing and recording required tasks according to priorities, setting a time frame and starting to execute them.

Computer Skills

- Microsoft Office (Word, Excel, Power Point, Access and Outlook).
- Quick books and Peetchtree.

Language Skills

- Arabic (Mother tongue) .
- English (Very Good) .

Courses

- **Professional Diploma in Business Administration** (Strategic planning – marketing and sales - human resources management - entrepreneurship and administrative leadership - business development - building an institutional work system - persuasion, communication , decision-making and emotional intelligence skills) , Arab Board of Professional Studies A.B.P.S . Mar. 2024
- **How to conduct a financial feasibility study for the project - the second course of three courses in the business plan and financial feasibility study specialization ,** Duration : 8 hours , Online, (EDRAAK) .
- **Egyptian Accounting Standards (EAS) ,** Duration : 69 hours , Ashraf Abdel Ghani's office is certified public accountants and tax experts (ATC) **,** Dokki - Giza Governorate . Aug. 2022
- **Have a Good Background about International Financial Reporting Standards (IFRS) ,** Online , Dr. Abdullah Abdel Naim. Mar. 2022
- **Professional Head of Financial Sector Diploma**, Duration : 32 hours , Arcplan Group . Jan.. 2022
- **Professional Financial Accounting (PFA)** , Online , trust yourself . Aug. 2019

- **Course Electronic Accounting** , (Peachtree , QuickBooks and Advanced Excel) , Duration : 48 hours , Minoufia University, Minoufia . Jun. 2018

Core Competencies

Supplier Accountant - Contractors and Extracts Accountant - Client Accountant - Treasury - Debtors Accountant - Creditors Accountant - Bank Accountant - Permanent and Temporary Accountant - Assistant Financial Manager - Assistant Strategic Management Manager - Human Resources Specialist .

Achievements and Awards

- Awarded the title of " Business Management Consultant " from Arab Board of Professional Studies A.B.P.S.
- Received the Excellence and Efficiency Award in Business Management from Arab Board of Professional Studies A.B.P.S.

Extracurricular Activities

- Playing football at Zamalek Academy . 2011-2013
- Participation in the Belonging and Loyalty Day Festival in Shorouk City, sponsored by the Governor, on The National Day of Helwan Governorate . 2009

Personal Data

- Gender : Male .
- Military service : Performed .
- Marital Status : Single .
- Place of birth : Sharabia – Cairo .
- Date of Birth: 30 September. 1997 .

All my certificates

https://sites.google.com/view/adel-ashraf-adel/home