EMAN AHMED MOHAMMED

Business Administration Student

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PROFESSIONAL SUMMARY

General Accountant with 3+ years of experience in financial accounting, taxation, treasury operations, and inventory management. Experienced in Odoo ERP, financial reporting, and cost accounting. Skilled in preparing tax returns and financial statements and in calculating import costs. Proven ability to streamline accounting processes, reduce financial discrepancies, and support business growth.

EDUCATION

Bachelor's Degree in Business Administration 2023 – Present

Higher Institute for Administrative Sciences, Sohag | Third-year Grade: Excellent

PROFESSIONAL EXPERIENCE

Accountant — Ahmed Abdelrahman Accounting Office **2024 – 2026**

- Recorded daily accounting entries using Odoo ERP.
- Prepared monthly income statements and submitted them to the Financial Manager.
- Calculated product costs for imported goods.
- Prepared and uploaded tax reports to the tax authority portal.
- Participated in preparing the company's general budget and assisted with forecasting.
- Monitored operating expenses.

Accountant — AERO Company (Remote) **2022 – 2023**

- Recorded daily journal entries and maintained the general ledger.
- Prepared financial statements, management reports, and monthly financial reports using Microsoft Excel.
- Reconciled accounts and bank statements.
- Reviewed invoices and accounting documents.
- Managed inventory accounting.
- Processed supplier and customer payments.
- Assisted with budgeting and forecasting.

CERTIFICATIONS

- Professional Financial Accountant (2025 – 2026)
- Odoo Accounting Course (2026)

TECHNICAL SKILLS

- Odoo ERP Accounting System
- Microsoft Office Suite (Excel, Word)
- Financial Reporting Systems
- Accounting Software & Bookkeeping Systems
- Financial Statement Preparation
- Financial Reporting
- Data Analysis
- Advanced Microsoft Excel
- Inventory Accounting
- Financial Analysis
- General Ledger
- Accounts Payable
- Accounts Receivable

CORE SKILLS

- Financial Accounting & Bookkeeping
- Cost Accounting & Import Costing
- Tax Accounting & Tax Invoices
- Financial Statements Preparation
- Treasury & Bank Reconciliation
- Inventory & Warehouse Control
- Trial Balance & General Ledger
- Microsoft Office (Excel – Word)
- Negotiation & Communication Skills
- Bank Reconciliation
- Taxation & VAT
- Fixed Assets Management
- General Ledger Management
- Problem Solving
- Analytical Thinking
- Time Management
- Decision Making
- Adaptability
- Communication Skills

LANGUAGES

- **Arabic:** Native | **English:** A2+ | French: A1