

AHMED KOUTA

ACCOUNTANT

Phone: +971502123110
Email:ahmedkouta3a@gmail.com
Language: Arabic - English.
Address: U.A.E Sharjah.
Nationality: Egyptian.
Age: 25
Have Driving license UAE



Career Objective

Over 3 year experience supervising and dedicated management professional with extensive hands-on experience in: Strategic Management and Planning Resources Allocation Problem solver Managing trusting relationships Leadership Techniques Strong work ethics.

Work Experience

2021
Nthree Rest.

Junior Accountant

- Complete general ledger with payroll entries.
- Process company-specific documents such as invoices and payment verifications.
- administrative tasks, including filing, preparing reports, labelling fixed assets, etc.

JAN-Oct 2022
AL Eshara co.

Accountant

- Post and process journal entries to ensure all business transactions a recorded.
- Update accounts receivable, payable, expenses, issue invoices, perform reconciliations and reviewing of, payroll records etc. as assigned
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines.
- Preparing the necessary reports, lists, financial tables and accounting books on a regular basis.

2021 - 2022
High
Professional car
wash CO.

Accountant

- Account management.
- Preparing and supervising the company's profit reports.
- Consider, review and verify costs, expenses and revenues.
- Planning and directing the efforts of employees in the financial department of the company.
- Overseeing the overall operations and activities of the company's finance department.

Additional Skills

- Excel
- Outlook
- Accounts Payable
- Data Entry
- Quick books
- Microsoft office
- Customer Service
- MS Word
- Organizational Accounting
- Team worker
- review and audit writing reports
- Odoo

Education

2016 - 2020
Dameitta University

Accounting and Business Bdmistration Department

Certifications

2018
HARVEST CO.

- Tax accounting.
- Accounting for construction.
- Accounting for import and export.
- I.C.D.L Diploma.
- Book Keeping -Excel accounting -Peach Tree - Quick Books Diploma.
- Professional financial accountant Diploma (P.F.A.D).