



Ahmed Abd El Samad

I have +2 years of experience in the field of accounting, consulting, starting in 2020. I worked as an Junior accountant in the field of Accounting & Auditing in Egypt. I have dedicated all my experiences and qualifications throughout my career with accredited companies to reach the maximum levels of success and continuity in the local and international market for the companies I work for.

Contact

Phone

+971-553113827

Email

ahmedabdelsamed617@gmail.com

Address

UAE, Sharjah , Dubai

Education & Courses

2016 - 2021

Bachelor degree of faculty of commerce , English section
Tanta University

2021

Professional Financial Accountant
PFA

Skills

- Accounting
- Computer Skills
- Accounting System
- Reporting
- Work under stress
- Complex problem solver
- Innovative
- Self learning and team work
- Strong decision maker
- Work under stress

Language

Arabic (Writing - Reading)

English (Writing - Reading)

Experience

Jun 2022 - Dec 2022

ANSAG FOR TEXTILE INDUSTRIES, Egypt

ACCOUNTANT

- Recording daily entries for the company's financial transactions.
- Create company reserves. • Create a payment system for notes payable.
- Recording payment and receipt documents for customers and suppliers.
- Create a parallel system for the accounts on the excel sheet to ensure the integrity of the accounts.
- Recording customer collections and supplier payments and following up on balances for them.
- Preparing invoices & Contracts.
- Ensure the timely close/completion of bank recons, AP module, AR module, and payroll booking.
- Ensure all transactions accounted including documentation (invoices, supporting documentation).
- Handle petty cash and other day-to-day transactions.
- Preparing, analyses and submitting weekly reports (expenses, revenues, etc.).
- Preparing, analyzing and submitting monthly reports (income statement, profit and loss statement, etc.) to companies and organizations of clients and Maharat Company.
- An external auditor for other accounting projects (as a project management and consulting company).
- Liaising with other departments and sections of the company.
- Assist in preparing the annual budget... etc.;

Aug 2021 - May 2022

SIVA HOTEL, HURGHADA, Egypt

Receivable Accountant

- Maintaining the billing system
- Generating invoices and account statements
- Performing account reconciliations
- Maintaining accounts receivable files and records
- Producing monthly financial and management reports
- Investigating and resolving any irregularities or enquiries
- Assisting in general financial management and analysis .. etc.;

Dec 2019 - Jun2021

TOWN TEAM , Egypt

Sales associate

- Interacts with customers, offering assistance and responding to queries about products and purchases
- Provides recommendations according to customer needs or preferences
- Locates merchandise for customers and places orders, where necessary
- Introduces promotions and new products to customers
- Operates cash register and handles cash payments and credit card processing
Handles refunds, exchanges and returns
- Documents sales by updating customer records
- Stays up to date with sales trends for better service and achievement of sales .. etc.;