



**Ahmed Fouad Rizk Mohammed**  
**Senior Accountant**

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Mobile: +971588434858

Address: United Arab Emirates

• **Personal Information**

- **Date of Birth** : 21/06/1991
- **Nationality** : Egypt
- **Marital status** : Married
- **Residency** : Visit (transferable)

• **Qualifications**

- **University** : Kafr Sheikh , Egypt
- **Major** : Bachelor of Commerce - Accounting
- **Graduation** : May , 2012

• **Training and Courses**

- IC3 – Internet and Computing Core.
- Business Management.
- International Certified Trainer.
- Soft Skills.
- English Course.
- ERP.
- Psychological Counseling.

• **Personal skills**

- Assistant ledger.
- Accounts Payable.
- Bank Reconciliation.
- Manage petty cash.
- Prepare monthly reports and financial data.
- Good experience in knowledge of all accounting procedures.
- Checks analysis and follow up daily.
- Highly detail oriented and organized in work.
- Ability to meet assigned deadlines.
- Excellent communication and interpersonal skills with customer service and team.
- Proficiency with email and Microsoft Office applications and different accounting software
- English language proficiency.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving,

- **Vocational goal**

- Work for the purpose of self-realization and the pursuit and upgrading skills to achieve my goals, Company goals and get more administrative responsibilities, and to develop management skills, education and improving the organization and work to gain more Experts.

- **Professional Experience**

- **Senior accountant in Al-Azaliah Company for renewable energy from 2021 to august 2023 in Saudi Arabia.**
- **Senior accountant in Dallah Group in the personal accounts department of Sheikh Saleh Kamel from January 2019 To August 2021.**
  - Preparing financial statements, budgets and annual expenses account.
- **Accountant at Etihad Al-Afandi Company for Commerce, Industry and Contracting, Monitor traffic violations system (Saher project) in Saudi Arabia since August 2014 Until December 2018.**
  - Recording bank transaction on daily basis, with draws and transfers between the company accounts and the affiliates, recording letters of credit, documents of credit with its related expenses and facility loans with its related interest analysis on oracle based system.
  - Conforming the banks accounts and actual balances to the book balances, Inspecting the variance between the actual and books balance for banks, Preparing monthly bank reconciliation, preparing analytical reports on monthly and on quarter basis, supporting external auditors to confirm financial statement, assure payables to vendors, reconciling custodies , controlling affiliates equal balance.
  - Assists in the preparation of the Budget Book.
  - Reconciles all intercompany accounts on periodical basis, follows up on reconciling items, and posts the necessary adjustments on timely manner.
  - Any other responsibilities assigned by the Superior.
- **Accountant for (2) years In Zahran office From June 2012 up to April 2014 Accounting and Auditing.**
  - Record daily transactions and post to general ledger.
  - Addressing customer accounts and invoices and reporting to management.
  - Calculate the tax for companies , shops and others
  - Assistant in prepare profit and loss and financial statements using Excel

- **Languages**

- Arabic : Mother Tongue - excellent verbal and written skills
- English : Excellent Written, Listening and very good in Communication



جامعة

كفر الشيخ

شهادة تخرج



066405

التجارة

تشهد كلية

أحمد فؤاد رزق محمد غطاس

أن /

١٩٩١/٦/٢١

بتاريخ

الغربية

المولود في

البكالوريوس في التجارة

قد حصل على درجة

شعبة / المحاسبة

مقبول

بتقدير

٢٠١٢

عام

في دور مايو

%٦٢.٦٨

النسبة المئوية

٥٣٠٠ / ٣٣٢٢

مجموع تراكمي

٢٠١٢/٧/١٥

وقد اعتمد مجلس الكلية نتيجة إمتحانه في

٢٠١٢/٧/٣١ - ٧/٢٤

ومجلس الجامعة في

عميد الكلية

مدير شؤون الطلاب

المراجع

الموظف المسئول



فؤاد رزق

محمد غطاس

محمد غطاس

تحريراً في



## Ahmed Fouad Rizk Mohamed Ghatas

Is hereby granted this certification for having demonstrated basic computer hardware, software and Internet knowledge and skills through the successful completion of the examinations comprising IC3

COMPUTING FUNDAMENTALS • KEY APPLICATIONS • LIVING ONLINE

IC3 GS3

IC3 GS3

IC3 GS3

7 | July | 2013

JIM HOLM

Executive Vice President, Certiport, Inc.

A handwritten signature in black ink, appearing to read 'J. Holm', written over a horizontal line.



GLOBAL DIGITAL LITERACY COUNCIL





The American University Of Sciences proudly certify that

**Ahmed Fouad Rizk Ghatas**

has successfully completed the University program and  
passed the final examination in the field of

AUS@ **Business Management**<sup>CHS12</sup>

AUS@ Accredited Program (BSM)

We have granted this award in this field by the authority vested to us by  
the University in U.S.A

AUS@ Accredited Program majoring in:

- Business Concepts
- Intro to Sales/ Marketing
- Intro to Business Accounting
- Intro to Human Resources
- Intro to Team Building

Issued in U.S.A on : OCT. 31, 2013

Grade : Excellent

SN: AUS.42301540.BSM

*Dean's Office*



U.S.A, State Of Oregon





The American University Of Sciences proudly certify that

**Ahmed Fouad Rizk Ghatas**

has successfully completed the University program and  
passed the final examination in the field of

AUS© **International Certified Trainer**<sup>CHS12</sup>

AUS© Accredited Course (ICT)

We have granted this award in this field by the authority vested to us by  
the University in U.S.A

AUS© Accredited Course Majoring in:

- i. Understanding How Adults Really Learn
- ii. Engagement Strategies For Enhanced Learning
- iii. Presenting Information For Optimum Comprehension and Recall

Issued in U.S.A on : Aug.20, 2013

Grade : Excellent

SN: AUS.42301340.ICT

Dean's Office

U.S.A, State Of Oregon





The American University Of Sciences proudly certify that

**Ahmed Fouad Rizk Ghatas**

has successfully completed the University program and  
passed the final examination in the field of

AUS© **Soft Skills** CHS<sup>18</sup>

AUS© Accredited Program (SKL)

We have granted this award in this field by the authority vested to us  
the University in U.S.A

AUS© Accredited Program majoring in:

- i. AUS© Time Management (CHS 6)
- ii. AUS© Interview Skills (CHS 6)
- iii. AUS© Communication Skills (CHS 6)

Issued in U.S.A on : OCT.20, 2013

Grade : Excellent

SN: AUS.42301340.SKI

Dean's Office



U.S.A, State Of Oregon





The American University Of Sciences proudly certify that

**Ahmed Fouad Rizk Ghatas**

has successfully completed the University program and  
passed the final examination in the field of

AUS© **General/ Conversation English** CHS 24

AUS© Accredited (3 Tracks)

We have granted this award in this field by the authority vested to us by  
the University in U.S.A

Issued in U.S.A on : Oct.31, 2013

Grade : *Excellent (A)*

SN: AUS.42301340.EA

*Dean's Office*

U.S.A, State Of Oregon





20/10/2013



The American Psychological & Social Studies Center  
American University of Sciences  
OREGON, USA

*Certificate*  
THIS IS TO CERTIFY THAT

**Ahmed Fouad Rizk Ghatas**

Has successfully completed

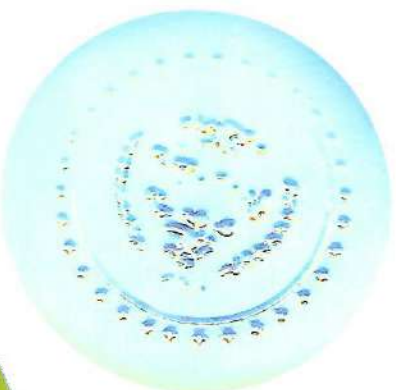
AUS© Accredited Course **Psychological Counseling** CHS6

President

Dean's Office

SN: AUS.42301340.PSY

Grade: **Excellent**



التاريخ : 2015/10/15 م

الموافق : 1437/01/02 هـ

**شهادة خبرة**

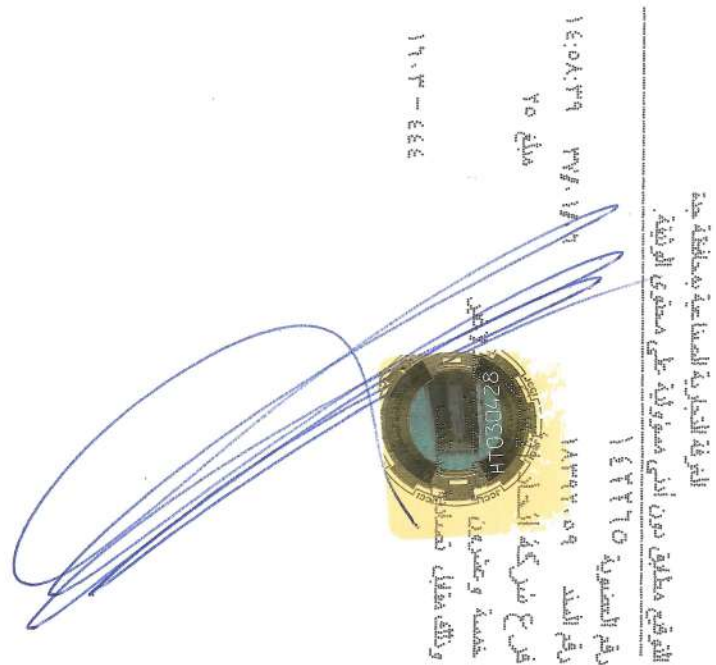
تشهد شركة اتحاد الافندي بان الاستاذ : احمد فؤاد رزق غطاس - مصري الجنسية، رقم وظيفي: 1897 واقامة رقم: 2382680821 قد عمل لدينا بوظيفة محاسب منطقة تبوك في الفترة 2014-08-31 حتى تاريخه في (مشروع رصد مخالفات الحركة المرورية - ساهر). وكان طول فترة عمله حسن السير والسلوك.

وتم اعطائه هذه الشهادة بناء على طلبه ودون ادنى مسؤولية على الشركة .

والله ولي التوفيق،،،

رئيس لجنة التسيير

أ/محمد عدنان نظام الدين



**ZAHARAN**

Auditors , Accountants &amp; Tax experts

# الششتاوى الششتاوى زهران

محاسبون قانونيون وخبراء ضرائب

شركات مساهمة واستثمار

س.م.م (٥٤٩٥)

## شهادة خبرة

أشهد أنا / الششتاوى الششتاوى زهران (المحاسب والمراجع القانونى وخبير شئون

الضرائب ومراقب حسابات الشركات المساهمة - بالمحلة الكبرى )

بان السيد / احمد فؤاد رزق محمد غطاس من مواليد ٢١ / ٠٦ / ١٩٩١ محافظة الغربية ، والحاصل على بكالوريوس تجارة شعبة محاسبة دور مايو ٢٠١٢ من كلية تجارة جامعة كفر الشيخ ،، قد عمل بمكتبنا فترة مسائية من تاريخ ٠١ / ٠٦ / ٢٠١٢ وحتى ٣٠ / ١١ / ٢٠١٣ مقابل ٢٠٠ جم (مانتان جنبة مصرى ) مكافأة شهرية. وقد مارس أعمال المحاسبة و الاشراف والتسجيل المالى للأفراد والجمعيات والشركات وشارك فى إعداد الحسابات الختامية والميزانيات وقد اكتسب كفاءة عالية فى استخدام الحاسب الالى ، ونشهد له بالكفاءة فى الاعمال التى أسندت اليه طوال هذه الفترة كما أنه كان حسن السير والسلوك .

وقد أعطيت له هذه الشهادة بناء على طلبه دون أدنى مسئولية على المكتب

تحريراً فى ٢ / ١٢ / ٢٠١٣

### المحاسب القانونى

الششتاوى الششتاوى زهران

محاسب ومراجع قانونى وخبير ضرائب

س.م.م (٥٤٩٥)

الششتاوى الششتاوى زهران

محاسب ومراجع قانونى

س.م.م (٥٤٩٥)

مكتب توثيق المحلة الكبرى .....

محضر تصديق رقم .....

الموافق : / /

إنه فى يوم :

تم التوقيع من السيد / الششتاوى الششتاوى محمد زهران المحاسب والمراجع القانونى والمقيد بالسجل العام للمحاسبين والمراجعين تحت رقم (٥٤٩٥) فى ١٥ / ١٠ / ١٩٨٥ والصادرة من الادارة العامة للمحاسبين والمراجعين بطاقة رقم ١١٦٠٠٧١١٠٥١١٢٤٠ فى ٥ / ٢٠١٠ سارية حتى ١٧ / ٥ / ٢٠١٧ امامنا نحن ..... الموثق بالمكتب المذكور

المركز الرئيسى : المحلة الكبرى \_ بعد مزلقان الشون اول ش سكة زفتى (وابور النور) امام معمل البرج

تليفاكس : ٠٤٠/٢٠١٣٢ \_ محمول : ٠١٠٩٣٥٤٦٤٧٥ \_ ٠١١١٤٧١٠٠٢٧ \_ ٠١٠٠٧٤١٤١٦٧

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