



AHMED ZAKI

JUNIOR ACCOUNTANT

PROFESSIONAL SUMMARY

Analytical and detail-oriented Junior Accountant with 3+ years of experience in finance, accounting, and bookkeeping. Proven ability to analyze financial data and generate accurate financial reports. Highly organized and attentive to detail.

CORE SKILLS

- Financial Analysis
- Financial Report Preparation
- Budgeting & Forecasting
- Accounts Payable/Receivable
- Bank Reconciliation
- Tax Return Preparation
- Data Entry & Verification
- General Ledger Maintenance
- Expense Tracking & management

CONTACT

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WORK EXPERIENCE

WE-Telecom/ Egypt **Junior Accountant**

September 2022 till February 2024

- Responsible for accounts payable and receivable.
- Reconciled bank statements and recorded journal entries.
- Assisted with preparation of financial statements and reports.
- Managed daily accounting activities including accounts receivables, accounts payables, and general ledger.
- Ensured accuracy of financial data and records.
- Analyzed budget reports and prepared budget projections.

Mohamed Hassan Office (Accounting /TAX/Internal audit) **Junior Accountant**

September 2021- September 2022

- Assisted with monthly, quarterly, and year-end closing processes.
- Assisted with preparation and filing of tax documents.
- Performed bank reconciliations and maintained accurate financial records.
- Analyzed financial data and generated financial reports.

Mohamed Hassan Office (Accounting /TAX/Internal audit) **Accounting Intern**

June 2021 - September 2021

- Assisted with month-end financial reports
- Helped with tax preparations and filings
- Supported accounts payable and receivable tasks
- Participated in annual budgeting process

EDUCATION

Bachelor's Degree in Accounting, New Cairo University, Egypt, 2021