

Soha Samir Ahmed

Chief Account's

Email / sohasamir27@gmail.com

Tel: 20 1005024084



Summary

I believe in society fills by the leaders who working for development of the community, so I am working on to be one of those leaders who will make the strong society by their efforts and they will grow a nation, so I don't look only for just a job but I look forward to serve my community, and I will work to achieve that by all I can.

Experience

KEY SKILLS:

Basically Accounts & management expertise than 10 years of work experience in

The Diversified field of hotels & resorts with well-known groups.

A full understanding of financial operating systems and procedures

Knowledge of leadership skills, Hotel revenue management, accounting/ finance principles

Excellent analytical skills

- **Chief Accounts at Sidi Bishr Royal Hospital - Alexandria**
- January 2024 - October 2014
- Preparation of adjusting entries at the end of the financial period on the basis of instructions chief financial officer.
- Prepare detailed review of the balance of accounts and general accounts at the end of each month and confirm balances in each of them
- Financial reports are prepared at the end of each time period.
- Report Financial Officer of any violation of fiscal policy or financial procedures applied by the various departments and divisions in the Assembly or any deviation appears in the periodic financial statements.
- Providing all the information and explanations required by the work of other departments in the Assembly and the work of the external auditors and work to facilitate their mission Preparation of final accounts at the end of the fiscal year.

- **Senior Supervisor Accounts at Royal Jewel Al Raml Hotel -Alexandria**
 - January 2022 - December 2023
 - Implementation of financial and accounting procedures approved by senior management, the control of incoming and outgoing documents to the accounting department, and it is correct and they contain the required signatures.
 - Keep the books and accounting documents necessary for the application of approved accounting system, making sure the tape, in which legally and saved after the completion of which the legal period, overseeing the preparation of the constraint bonds and approved before recorded in the accounting records prepared monthly reconciliations, overseeing the recording restriction bonds books and migrated.
 - Participate in the league's annual inventory and process materials, fixed assets and match them with their own accounts
 - Supervise the preparation of lists of private settlement banks a month and show the differences (if any) and inform the Chief Financial Officer to review them and prepare the necessary adjusting entries
 - Supervise the preparation of trial balances the periodic financial reports and studied and analyzed, and then filed financial manager for approval and presentation to senior management.
 - Overseeing the registration of transactions in accounts payables and issuing payment orders at specified times.
 - Preparation of adjusting entries at the end of the financial period on the basis of instructions chief financial officer.
 - Prepare detailed review of the balance of accounts and general accounts at the end of each month and confirm balances in each of them
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- **Account at Mena Country Contracting and Engineering Consulting Company -Alexandria**
 - April 2018 - December 2021
 - Manage the day-to-day accounts payable operations, including team workload, daily tasks and consistency across divisions. Assist with hiring, supervising and training staff managing.
 - Supervise and ensure responsibilities of the accounts payable specialists are completed in a timely and accurate manner, while complying to company policies.
 - Accountability for timely payments to vendors, current aging status, and accuracy of financials Gather, analyze and send metrics to management. Answer team questions, resolve escalations, and escalate issues as needed. Resolve moth end inquiries including cleaning up outstanding open liabilities. Lead in continuous process improvement, audit compliance testing
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- **Income Auditor at Al-Shaer City Center Furniture and Technology Company Alexandria**
 - February 2016 - February 2018
 - Audit all revenue transactions for techniques consistency, and methods used to meet hotel's standards and local policies and procedures. Examine all the transactions for accuracy and ensure the trials tally. Audit the credit card transactions for accuracy.
 - Supervise and ensure responsibilities of the accounts payable specialists are completed in a timely and accurate manner, while complying to company policies.
 - Implementation of financial and accounting procedures approved by senior management, the control of incoming and outgoing documents to the accounting department, and it is correct and they contain the required signatures.
 - Report Financial Officer of any violation of fiscal policy or financial procedures applied by the various departments and divisions in the Assembly or any deviation appears in the periodic financial statements.
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- **Account at Saqqara Housing and Development Company -Alexandria**
 - September 2013 – January 2016
 - Keep the books and accounting documents necessary for the application of approved accounting system, making sure the tape, in which legally and saved after the completion of which the legal period, overseeing the preparation of the constraint bonds and approved before recorded in the accounting records prepared monthly reconciliations, overseeing the recording restriction bonds books and migrated.
 - Participate in the league's annual inventory and process materials, fixed assets and match them with their own accounts
 - Supervise the preparation of lists of private settlement banks a month and show the differences (if any) and inform the Chief Financial Officer to review them and prepare the necessary adjusting entries
 - Supervise the preparation of trial balances the periodic financial reports and studied and analyzed, and then filed financial manager for approval and presentation to senior management.
 - Overseeing the registration of transactions in accounts payables and issuing payment orders at specified times.
 - Preparation of adjusting entries at the end of the financial period on the basis of instructions chief financial officer.
 - Prepare detailed review of the balance of accounts and general accounts at the end of each month and confirm balances in each of them
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- Education
 - Bachelor's degree, Accounting and Finance, 2009 - 2013
 - Alexandria Academy of Management and Accounting
 - Grade: Very good
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- Languages
 - **English**
 - (bilingual proficiency)
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- Courses
 - **Independent Coursework**
 - Communication Skills and Management
 - Customer Service Course
 - ICDL
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● **PERSONAL DATA:**
DATE OF BIRTH: 1986/06/30
NATIONALITY: EGYPTIAN
CITY: ALEXANDRIA
SEX: FEMALE
CIVIL STATUS: SINGLE
RELIGION: ISLAM