

Personal Information

Name: Yasser Mamdouh Ahmed

Address: Toukh, El Qalyubiyah Governorate

Date of Birth: 4 April 1988

Mobile number: 01004469157 and 01111846330

Objectives:

I'm experienced officer seeking a challenging position in the field of Accounting and financial services or administrative works to increase my knowledge, and skills gained from education and get more experience that makes me distinctive.

Work Experience:

Accountant at Arab Company for Projects and Urban Development (Talaat Mostafa group) from July

2017 till now

- Accountant in the Central Settlement and Exchange Department

-Makes the exchange request, the paper comes to me from sites, whether a supplier or a contractor, and I make a request for exchange with the amount of his money, and this exchange request comes to the banking sector to make check with it

-Ability to work on SAP system.

- Receive and record all cash and labor transactions.

- Maintain record of and ensure the prompt payment of all Amenity Bills like water, electricity, telephone, etc....

- Ensure a regular check on the position of fixed assets and make prompt calculations on them based on their depreciations, repairs, renewals, etc...

- Prepare Aging reports on suppliers and sub-contractors to ensure timely clearing and payment of their dues.

- Prepare and maintain records regarding transfers to other branches.

- Ensure constant and regular updates on the staff database with regards to new appointments, new salaries, leave, termination, resignation, etc...
- Maintain an efficient Bank Reconciliation System whereby cross verification is done between the company documents and the bank's records.
- Updating Letter of Guarantees and Letter of credits in the system.

- Working as Shipping and customs clearance officer at AMA Company for sea freight from February 2014 till September 2016:

- Examine shipment contents and compare with records, such as manifests, invoices, or orders, to verify accuracy.
- Requisition and store shipping materials and supplies to maintain inventory of stock.
- Prepare documents, such as work orders, bills of lading, or shipping orders, to route materials.
- Pack, seal, label, or affix postage to prepare materials for shipping, using hand tools, power tools, or postage meter.
- Record shipment data, such as weight, charges, space availability, damages, or discrepancies, for reporting, accounting, or recordkeeping purposes.

Working at Medhat El Mokadem Office for accounting and auditing from November 2012 to January 2014.

- Prepare financial documents, reports or budgets.
- Advice others on financial matters.
- Examine financial records.

Courses:

- Excel for accounting at Binary Egypt

Education:

Faculty of commerce Accounting major with Grade **Good** for **Year 2012**.

