Resume of

Aya Ahmed Mohamed

**Financial manger with Total 9+ years of experience in accounting field**

**PERSONAL INFORMATION**

 **Nationality :** Egyptian **Birth date :** 20/04/1990

 **Marital status :** single

**EDUCATION QUALIFICATION**

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| **Degree** | **University** | **Faculty** | **Section** | **Grade** | **Graduation date** |
| Bachelor | Cairo University | commerce and business administration | accounting | good | 2010 |

**CONTACT INFORMATIONS**

 **Email :** ayaelsayid@gmail.com & ayau.k5aa@gmail.com

 **Mobile :** 00201120880903

**EXPERIENCE :**

**1-**

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| **Company :** | **Keendex International Egypt** |
| **Title :** | **CFO & Warehouse traffic controller** |
| **From :** Oct - 2019 | **Till now** |
| **Responsibilities :** | * Responsible for tasked with managing account entries, documents, payments and finances for the company.
* Your primary responsibility is handing and recording internal financial transactions for the company’s and affiliates
* Opening, editing and deleting of accounts in Chart of Accounts
* Cross check and verify all the supporting documents attached to vouchers
* Ensure proper Job Cost Code is assigned to the expense.
* Review the petty cash count sheet on a regular basis.
* Cross check and verify all the supporting documents attached to vouchers.
* Ensure proper Job Cost Code is assigned to the expense.
* Review the petty cash count sheet on a regular basis.
* Prepare journal entries prepared for himself and others daily
* Obtain all the banks statements on a weekly basis, to ensure timely preparation of reconciliations and reviewing bank reconciliation report, follow up on unresolved items and ensure the correctness of the bank received vouchers (BRV) prepared
* Prepare receivable and payables reports on weekly basis
* Reviews all the fixed asset related transaction to ensure timely recording of fixed asset acquisitions and charging depreciation of fixed assets on a monthly basis
* Compile financial reports and statements for utilization of finance manager including monthly financial statement
* Supervising store keepers and their assistants. Supervising and managing the annual inventory team that is formed by the management to ascertain the stock and its quantities. Extracts reports for
* Monthly inventory of some types of goods at random, to ensure that the quantities available in the store match those recorded in the books. Determine the quantities of each type in stock
* Prepare inventories to determine the true value of goods and products available in inventory and report on the movement of items from sale or purchase
* Managing company accounts for online sales sites such as Amazon, Jumia, Noon, Raya and B-Tech
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**2 -**

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| **Company :** | **Nass Technology** |
| **Title :** | **General Accountant & Procurement and Term Book Contributor** |
| **From :** Jan - 2011 | **To** : JUN-2014 |
| **Responsibilities :** | **Accounting Department****1 -** Responsible for the accounting cycle for all the company's accounts from journal entries to the trial balance and financial statements and the financial position.**2 -** Responsible for the documentary cycle of the company and prepare journal entries with Attachments **3 -** responsible for dealing with customers and billing and follow-up process of collecting.**4 -** Responsible for dealing with suppliers and the receipt and payment of bills **5 -**Responsible for the bank accounts of the deposit and withdraw and issuing checks and make reconciliations for the bank’s balance.**6 -** Responsible for the treasury of the company and prepare receipts for each of the cash received and disbursed, currency transaction, and a monthly inventory of the treasury and the settlement of the balance each month.**7 -** responsible for the payment of salaries every month.**8 -** Responsible for the preparation of Sales tax declarations and payment of their balances to the IRS.**9 -** Responsible for assisting the Chartered accountant In the auditing process and follow-up preparation and delivering the tax declaration to the IRS.**10-** Submit the required reports to the company's chairman.**11**- Supply Department Contributor, prepare the statements of terms and process all reports and documents required to complete the supply orders |

**3 -**

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| **Company :** |  **A**ccountant **C**onsultants and **L**awyers **ACL.** **( Ashraf Elfar )** |
| **Title :** | **Accountant & External auditor** |
| **From :** Dec -2014 | **To :** Sep - 2019 |
| **Responsibilities :** | Responsible for the preparation of the documentary cycle , accounting cycle , final accounts , financial statements and processing all types of tax examination for many companies* Inspecting financial statements to catch errors, misstatements and fraud.
* Prepare and submit the financial statement at the end of financial year.
* Performing audits on systems, operations and accounts.
* Reporting audit findings and recommending improvements.
* Calculate the required Taxes and support the customers for settlement
* Prepare and submit the tax audit to Egyptian income tax.
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**TRAINING COURSES**

1. Summer Training By NSGB Bank (QNB Bank Now)at Aug.2008 & Aug.2009
2. English at E,ZONE Academy
3. PEACHE Tree -2017
4. Professional Financial Accountant “PFA” - 2019
5. QuickBooks - 2019

**OBJECTIVES**

A good opportunity in the field of finance where I can use my previous experience and improve my skills.

**COMPUTER SKILLS**

 Microsoft word, excel,and Outlook

 Full command of search and use the internet - Speed typing

**PERSONAL SKILLS**

 Ability to work under pressure with efficiency

 Ability to lead a team.

 Ability to work in teamwork

 Ability to study & learn