



Ahmed Mohamed Fathi

Accountant - Customer Accountant

Shobra - Cairo - Egypt



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AhmedFathi2231997@Gmail.com

EDUCATION

2016-2020

- Higher Institute of Accounts, Management Information Systems and Management Sciences in Shobra (Zoser Academy)
- Bachelor Of Management information system
- Grads : Very Good

EXPERIENCE

Aqua Technology International CO Customer Accountant



- Issuing future invoices using ERB programs
- Registering the invoice with the customer's accounts
- Recording the sales journal entry
- Follow up on collections with representatives
- Recording a journal entry of collections
- Review contracts, payment terms and extracts

Aqua Technology International CO Accountant



- Documentation of financial transactions and records and purchases and sales transactions
- Preparing reports, daily entries, financial statements, necessary financial tables, and accounting books on a periodic basis.
- Preparing and preparing financial reports and analyzing financial statements
- Entering data and information into computer systems, such as invoices, financial documents, restrictions, exchange orders, and all different accounts.
- Organizing payment and disbursement orders, checks, and all due financial transfers
- Granting advances and loans in accordance with the law and working to follow up on the repayment of those loans.
- Save the original copies of the contracts that were signed and save the guarantees and insurances that were received
- Collecting the company's debts and paying off the company's debts

Giza Spinnig and Weaving Company Secretary in Sales Department



- Coordinating and reviewing quotations
- Communicating with customers
- Internal coordination with sales representatives
- Internal coordination between the Marketing and Sales Department.
- Preparing reports, charts and presentations

About Me

I am a self-motivated person who seeks challenging tasks, responsibility, gaining experience, utilizing my interpersonal skills and learning new techniques.

Language

Arabic ○○○○○
English ○○○○○

Programs

MS Excel ○○○○○
MS Word ○○○○○
Outlook ○○○○○
ERP System ○○○○○

- Able to work on a scanner and printer .

Personal Skills

- Ability to Organization .
- Flexibility .
- Good communication skills .
- Ability to work under pressure .
- Work with groups or alone .
- Acceptance of new information .
- The pursuit of goals and development .

Training

- Obtaining a SOFT SKILLS course with a grant from the Ministry of Youth and Sports.
- Obtaining an ICDL course with a grant from the Ministry of Youth and Sports



#Ahmed Fathi