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Nareman Maher Ismail

Mahmoud

Contact Information:

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E-Mail : Nareman.maher@hotmail.com

Date of birth: 02.04.1994

Nationality: Egyptian.

Gender: Female

Marital status: Single.

License Egyptian Driving License.

Objective:

Seeking work opportunity with a well-established & reputable corporation, where my Potentials can be fully used, where my skills can be employed & developed, as to add a value through my remarkable attitude & dedication as well as applying my academic & theoretical studies.

Education:

- University Degree : Bachelor of commerce
- Major: Accounting
- Graduation year : May 2017
- Grade : Good

Experiences

* August 2014 – April 2016

Accountant in colorcode company (for contracting and commercial agencies)

My Responsibility:

- Ensure that financial statements and records comply with laws and regulations
- Preparing accounts and tax returns.
- Advising on how to reduce costs and increase profits.

*** August 2017 – November 2021**

Accountant in “Premium Engineering Contractors (PEC)”

My Responsibility:

- Assume responsibility of accounting procedures
- Performing accounting duties throughout the project, such as preparing invoices, estimating cash flow
- Practice effective monitoring to ensure payments are made to vendors and contractors in a timely manner
- Keeping a record of all project finances for internal/external auditing and tax purposes.
- Reporting any financial risks and budgetary discrepancies to management for review.
- Researching market trends and projecting construction-related price increases/decreases.
- Developing and maintaining strong relationships with vendors and suppliers.
- Gather and analyze financial information for internal use
- Conduct risk assessment and advise on ways to minimize risk

*** November 2021 – Present**

Accountant in “Universal Tomorrow’s Technology”

My Responsibility:

Responsible for 18 branches

- Ensure branch's daily operations and operating mechanisms are in accordance with the company's policies and procedures.
- Check sales invoices and determine cash and stock variances.
- Receive and deposit cash/checks collections.
- Collaborate effectively with the Sales Accounting Department and Credit Controller in Head Office to report information regarding branch's turnover and receivable status. resolve issues for any discrepancies.
- Communicate with the Branch Manager with regards to the sales analysis, spoilages/returns turnover, stock positions, sales/customer structure management, as well as pricing maintenance. Suggest ideas for improvements.
- Issue monthly statement of accounts/invoices and do follow-ups for collections.
- Daily posting of various journal entries in SAP. Match payment against invoices accurately.
- Practice effective monitoring to ensure payments are made to vendors in a timely manner
- Submit daily reports for sales, collections, and bank deposits; weekly stock reconciliations, aging of receivables; and monthly sales analysis to the Head Office.

Language:

Arabic: Native Language.
English: Very Good

Computer Skills:

1. M.S operating systems.
2. M.S office.
3. Excellent Using the Internet.
4. Excellent SAP Skills.

Special Skills

1. Teamwork
2. Risk management (liquidity and cash flow).
3. Problem-solving and decision making.
4. Communication skills.
5. Leadership
6. Time management
7. Responsibility
8. Creativity
9. Self-confidence
10. Strong work Ethic
11. Business Etiquette