

Ahmed Mohamed Ibrahim

ACCOUNTANT

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CAIRO

PROFESSIONAL SUMMARY

A highly organized and detail-oriented General Accountant with 2 years of experience in managing financial records, preparing financial reports and reconciling accounts. Proficient in accounting software such as Odoo, and Microsoft Dynamics 2013. Adept at budgeting, forecasting, and supporting internal audits to ensure smooth financial operations and compliance with regulatory standards.

EDUCATION

bachelor's degree from faculty of commerce | 2015-2019

- Ain-Shams University

WORK EXPERIENCE

General Accountant | 2024-NOW

HOVEN

- Using ERP system, Odoo V.17 .
- Managing Financial Transactions: Recording all financial transactions, including invoices, payments, receipts, and other entries in Odoo's accounting module.
- Bank Reconciliations: Reconciling bank statements with company records to ensure accuracy.
- Accounts Payable/Receivable Management: Tracking and managing customer invoices and vendor bills. Ensuring timely payments and collections.
- General Ledger Maintenance: Ensuring that the general ledger is accurate and up-to-date with all entries categorized correctly.
- Financial Reporting: Generating and reviewing financial reports such as balance sheets, income statements, and cash flow statements using Odoo's reporting tools.
- Expense Tracking and Control: Managing employee expenses and reimbursements and ensuring proper documentation in Odoo.

Accountant | 2022-2024

RANEEN

- Using ERP system, Microsoft Dynamics 2013.
- Using Microsoft offices (Excel, word, and outlook).
- Treasury daily transactions and preparing bank statement reconciliation.
- Assist in preparing payments by verifying documentation and requesting disbursements.
- Prepare and record transactions of payable, receivables, and expenses.
- Review treasury movements and make reconciliations of balance.
- Reviewed the general ledger and identified and resolved issues.
- Prepare closing entries, and fixed asset schedules.

SKILLS

- Financial Reporting & Analysis.
- General Ledger Maintenance.
- Bank Reconciliation.
- Accounts Payable & Receivable.
- Strong attention to detail and organizational skills.
- Excellent communication and problem-solving abilities.
- Excellent command of computer skills.
- Hard worker & very well organized.
- Self-motivated, Ambitious, ability to work in teams.

CERTIFICATES

- Professional Financial Accountant course (PFA).
- Diploma in Electronic Accounting programs.
- Excel For Accounting.

LANGUAGES

- Arabic (Native)
- English (Professional Working Proficiency)

INTERESTS

- Reading
- Gym
- Football
- Learning