# Ahmed Zeid

**Accountant & Sales Manager**

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Country: Damanhur, Egypt

## Target Job

**Target Job Title:** Accountant

**Career Objective**: Obtaining a Challenging &Seeking for Self-Improvement Position in the Area of Finance.

## Experience

* **Sales Manager**At Schalinder For Elevators & Export **Location:** Damanhur **Company Industry:** installation and supply of elevators

**Period:** Since 2020 until now

* **General Accountant**

At Hoffman Elevators Company **Location:** Damanhur   
**Company Industry:** installation and supply of elevators  
**Period:** Since July 2018 until 2020.

**Account Manager**

* I have good knowledge of elevators.
* Generating new sales using existing and potential customer networks.
* Developing positive relationships and handling customers' needs.
* Managing a portfolio of accounts to achieve long-term success.
* Act as the point of contact and handle customers' individual needs.
* Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.
* **General Accountant**

At Almasih for lifts

**Location:** Abha, Saudi Arabia

**Company Industry:** installation and supply of elevators  
**Period:** Since July 2016 until June2018.

**Job Role:**

Project Accountant:

* Review and approve [supplier](http://www.accountingtools.com/supplier-definition) [invoices](http://www.accountingtools.com/definition-expense) related to a project
* Review and approve time sheets for work related to a project
* Investigate project variances and submit variance reports to management
* Prepare monthly invoices per contract
* Confer with receivables staff regarding unpaid contract billings
* Report on project profitability to management
* Report to management on any opportunities for additional billings
* Prepare reports upon request for management review
* Close out project accounts upon project completion

## General Accountant

At Jeraisy Computer & Communication Services

**Location:** Riyadh, Saudi Arabia   
**Company Industry:** Information Technology   
**Period:** Since Nov 2015 until June2016.

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| Company: **Jeraisy Computer & Communication Services**  Website: [www.jccs.com.sa](http://www.jccs.com.sa)  (Saudi Arabia)  **JCCS** is involved in marketing, selling, installation and maintenance of computer and communication hardware, software, peripherals and accessories in addition to consultancy and other professional services in the Information Technology field.  **JCCS** has three major branches in Saudi Arabia and six sales and service outlets with over 3000 professionals providing services in the IT field.  **JCCS** was established in 1982 and it is the second largest company in Jeraisy Group, one of the largest groups in office automation in the Middle East. |

**Job Role:**

Project Accountant:

* Perform project analysis (manpower, materials, services)
* Create project accounts in ERP system
* Maintain project-related records, including contracts ,
* create/change orders and delivery
* Maintain the transfer of expenses into and out of project-related accounts
* Review and approve [supplier](http://www.accountingtools.com/supplier-definition) [invoices](http://www.accountingtools.com/definition-expense) related to a project
* Review and approve time sheets for work related to a project
* Investigate project variances and submit variance reports to management
* Prepare monthly invoices per contract
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## General Accountant

At Alomran

**Location:** Alexandria, Egypt  
**Company Industry:** Investment Construction  
**Period:** Since Oct 2014 until Oct2015.

**Job Role:**

Accounts Receivable:

* Review sales orders price, quantity, delivery time, customer confirmed, payment terms etc.
* Preparing of all Invoices in AR Module in Oracle based on the delivery vouchers with sales order received from Order processing unit once sales order is closed in the system.
* Preparing Unbilled Report based on the monthly basis and submitting to the management.
* Clearing the booked unbilled and Reconciling all the customer Accounts on time to time and at end of the year closing.
* Updating all the cash Receipt in the cash management Module against Invoices and Ensure All collections deposit on time, inform concern for any checks returns, timely followed and suitable actions are taken.
* Preparing AR Aging Report.

## Personal Information

Birth Date: 27Sep 1992

Gender: Male

Nationality: Egyptian

Marital Status: married.

## Education

## Bachelor's Degree, Accounting

University: Damanhur - Egypt

B. Sc Of Commerce - Accounting Department

**Completion Date: MAY** 2013**Grade:** Good

## Skills

Work on the accounting programs such as (the oracle program + the integrated program of accounting + program Cristal + Bable program + quick sale program)

Professional in Reports Preparation and extract, manipulation data.

Advanced (Professional) MS Office (Word, Excel and Access).

**Sales Skills**:

Account Management

Virtual Meeting Management

Positive attitude

Strong Sales Knowledge

Closing skills

Prospecting skills

Self-confidence Client relationships Motivation for sales

Meeting sales goals

Product knowledge

Excellent Negotiating Tactics

Cost Reviewing

Customer Service

Acquiring New Customers

Product And Service Sales