

Personal Data:

Name : **Anwar Amr Ahmed**

Date Of Birth : **15/10/1993**

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Military Status : **Fulfil**

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S u m m a r y:

An Active listener and Strong Communicator Salesman with more than Four years of Experience in Retail sales industry, who owns Customer Focus, Target Achievement, Problem Solving, Results Orientation Competencies.

I have experience in financial accounting and tax accounting

W o r k E x p e r i e n c e :

Position: Financial Accountant, Tax Accountant, Branch Controller

Period: From Nov. 2022 until now

Company: Jakamen Company

Job Description:

- Bank account review
- Follow-up and disclosure of bank accounts
- Monitoring branches in terms of branch expenses, sales
- operations and customer deductions.
- Payment employees' salaries is branches
- Monthly reports for branches regarding expenses and
- withdrawals of partners
- Payment of salaries to employees of branches
- Working on (Odoo) Accounting System (ERP)
- Making reports of tax invoices for branches

JAKAMEN

Position: Financial Accountant, Tax Accountant, Branch Controller

Period: From Jan 2020 until 2022 (2 Years)

Company: Baker Company

Job Description:

Bank account review

- **Follow-up and disclosure of bank accounts**
- **Monitoring branches in terms of branch expenses, sales operations and customer deductions.**
- **Payment employees' salaries is branches**
- **Monthly reports for branches regarding expenses and withdrawals of partners**
- **Payment of salaries to employees of branches**
- **Working on (ASCON) Accounting System (ERP)**
- **Making reports of tax invoices for branches**



Position: Indoor direct manger store

Period: From Jan2018 till Jan 2020(2 Years)

Company: Orange Telecommunication Company

Job description:

- **Sell Retail products to consumers inside the branch**
- **Represent and promote the brand with products and services at showrooms.**
- **Demonstrate products and show consumers how to maximize their features.**
- **Explain different customizable features.**
- **Up selling on each sale.**
- **Check inventory to ensure product is in stock.**
- **Organize & handle all products in the stock room.**
- **Ensure pricing & code is correct.**
- **Operate cash registers.**
- **Count the day's money transactions at the end of the day.**
- **Collect methods of payment and dispense change.**
- **Collect the correct customers' data for the company.**



Work Experience:

Position: managerial Accountant

Period: From Jan2016 till June 2017

Company: Aman Company

Job Description:

- **Monitor Cash Balances**
- **Check Invoices**
- **Write Financial Data Reports**
- **Manage Investments**



Position: Indoor direct Sales Specialist

Period: From Jan 2013 Till Jan 2014

Company: Etisalat Telecommunication Company

Job Description:

- **Sell Retail products to consumers inside the branch**
- **Represent and promote the brand with products and services at showrooms.**
- **Demonstrate products and show consumers how to maximize their features.**
- **Explain different customizable features.**
- **Up selling on each sale.**
- **Check inventory to ensure product is in stock.**
- **Organize & handle all products in the stock room.**
- **Ensure pricing & code is correct.**
- **Operate cash registers.**
- **Count the day's money transactions at the end of the day.**
- **Collect methods of payment and dispense change.**
- **Collect the correct customers' data for the company.**



Position: Indoor direct Sales Specialist

Period: From Jan 2013 Till Jan 2014

Company: Mobil Shop Company

Job Description:

The Same Duties and Responsibilities that mentioned above

mobile shop ■

Position: Accountant

Period: From Jan 2014 Till Jan 2015

Company: Venus Company

Job Description:

- Provide financial information to management by preparing reports.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Document financial transactions by entering account information
- Prepare Account and Tax Returns

Education:

Cairo University

Bachelor's degree of Commerce, Majored in Accounting major 2016

Competencies & Skills:

Core Competencies:

- Customer satisfaction
- Accountability
- Commitment
- Innovation
- Integrity
- Transparency
- Creativity

Functional Competences:

- Communication
- Problem solving
- Negotiation
- Team work
- Time management
- Multitasking
- Adaptability
- Relationship-building

