

ABDELRAHMN YEHIA

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Alexandria, Egypt

SUMMARY

Detail-oriented accountant with a strong grasp of financial principles and a proven track record of accurate financial reporting, analysis, and compliance. Proficient in financial software and skilled in identifying opportunities for cost optimization and revenue growth. Experienced in preparing financial statements, managing audits, and ensuring compliance with regulatory requirements. Adept at collaborating with crossfunctional teams to achieve financial objectives and drive organizational success

KEY COMPETENCIES

Budgeting and Forecasting Risk -Financial Reporting -Auditing -Accounting Software - Financial Analysis Compliance and Regulations -Cost Management -Financial Planning -Taxation -Management Financial -ical Conduct Eth -Attention to Detail -Solving -Problem -Team Collaboration -Communication . Data Analysis -Cash Flow Management -Financial Decision Support -Risk Assessment

EXPERIENCE

Accountant

Oct2022 -EISHAZLY LOGISTICS SERVICE COMPANY| Jun 2022

- Assist in the preparation of financial statements and reports, including balance sheets, income statements, and cash flow statements
- Perform bank reconciliations and ensure accuracy of financial records
- Process accounts payable and accounts receivable transactions
- Provide support during audits by organizing and preparing financial documents
- Collaborate with team members to improve accounting processes and procedures
- Assisted with data entry and documentation of financial transactions
- Prepared journal entries and reconciled accounts

Commercial International Bank Traning (CIB) | Sep 2021

- Completed specialized training program at CIB Bank focusing on financial inclusion.
- Demonstrated proficiency in analyzing customer needs and delivering tailored financial solutions.
- Developed innovative financial strategies to enhance accessibility to financial services.
- Engaged in training sessions emphasizing the significance of financial inclusion in supporting economic growth and fostering financial stability.
- Provided personalized financial consultations and directed clients towards appropriate financial services.

BIBLIOTECA ALEXANDRIA –ACCOUNTING AND AUDIT DEBARTMENT(TRAINING 10/2023- until now)

- Conduct reconciliations of advance accounts, ensuring accurate recording and settlement of accounting transactions
- Manage hotel tax calculations and filings, ensuring compliance with local regulations and timely submission of returns
- Generate and process maintenance invoices for services rendered, ensuring accuracy and completeness of billing information
- Collaborate with cross-functional teams to streamline accounting processes and improve efficiency
- Assist in the preparation of financial statements, reports, and budgets as required
- Maintain organized and up-to-date financial records and documentation for audit purposes

COURSES

- Commercial Excel Course
- Basic Accounting Course
 - ICDL

EDUCATION

Bachelor's Degree in Busniess Administration

Major : Accounting and finance

Arab Academy for science Technology and Transport University |2022

GPA:3.1

Preparing Master (MBA – MARKETING)

LANGUAGES

- :ArabicNative
- :EnglishVery Good