



K A R E E M M O S T A F A S A Y E D

SUMMARY

Detail-oriented [Account Receivables] with talent for methodical work, navigating financial software and managing large amounts of data. Thorough about checking figures and verifying calculations for accurate, compliant recordkeeping. Advanced with [Odoo ERP sys] and knowledgeable about IFRIS standards.

CONTACT

- kareemmostafa123456@gmail.com
- Birth Day : 8 /6/1997
- 01003004149
- Eighth District - Obour, Cairo
- Marital Status : Married
- Military Status : Exempted

EXPERIENCE

03.2022 - **Accounts Receivable Analyst**
Current *Tyre Pro Continental, New Cairo, Egypt*



- Prints, verifies, and maintains account receivable invoice record.
 - Managed all payment processing, invoicing and collections tasks.
 - Reviewed financial information before publishing figures, maintaining accuracy in accounting system.
 - Compiled financial data and drafted billing reports to identify past-due accounts and reconcile balances.
 - Processed invoice payments and recorded information in account database.
 - validation daily payments credit banking accounts to facility upload .
 - Managed highly organized document filing system for account records, maintaining stringent data security
 - Executed account updates and noted account information in company data systems.
- Coordinated workflows and delegated tasks for bill checking, posting & credit note.
- Analyses billing procedures to evaluate backlogs and identify opportunities for improved efficiency.

SKILLS

- Account management
- A/R proficiency
- Billing statement management
- Account collections
- Financial reporting
- Database updates
- Invoice processes
- Cost accounting
- Data entry
- QuickBooks
- Peachtree

EDUCATION

2020 **Azhar University , Madinat An Nasr, City.**
Bachelor of Business Administration: Accounting

- Bachelor degree :- Good Graduate

LANGUAGES

Arabic: First Language

English:  B1
Intermediate

- Completed payor and VAT account setups, monitoring for discrepancies and critical changes.
- Balanced reports and batch summaries to submit for approval.
- Resolving daily sales team issues & requests (Internal Communication)
- Update checks or cash payments coming from customer.
- Support updating the Aged sheet to take the necessary actions.
- Activation orders on the system & Salesforce to go live.

07.2020 - Accountant Income Auditor
02.2022 *Tamco for Tires Michelin's agent, Naser City, Egypt*

01.2019 - Customer Care Representative
04.2020 *Vodafone Egypt, Zahraa El-Maadi, Egypt*

04.2017 - Telesales Agent
01.2019 *Vodafone Egypt, Zahraa El-Maadi, Egypt*

ADDITIONAL INFORMATION

Internships :-

- Tamco for Tyres Michelin's agent
- customer service.
- Finance Department.
- Banque Misr
- Teller & Treasury.
- Leadership.
- Waleed Abd El- Hafez Accounting Office
- Do an inventory of goods, treasury & fixed assets.
- Do a journal entry & Subledger journal account entry.

Computer & Courses :-

- Microsoft Office (Advanced).
- Pro Financial Accounting Diploma (PFAD).
- Internet as research tool.
- English Courses American university in Cairo (AUC) (Level B1).

Achievements & Volunteering :-

- Charity work (Ressala organization).
- Charity work (Egyptian food bank).