



ACC.AMR AHMED SAYED

CV for an accountant experience



SEPTEMBER 9, 2019

ALTARRAS DESIGN HOUSE
NEW Cairo - Egypt

1 SUMMARY:

Seeking for new challenge in an organization where I can apply the qualifications & skills that I have acquired. I have enough confidence to accept challenges and grow with the organization while learning & gaining professional experience.

2 EDUCATION:

- Bachelor Degree in Commerce – Accounting Department.
- Cairo University
- Graduation Year: 2006

3 WORK EXPERIENCE:

Date of employment : 9/2019 till Now

Company : ALTARRAS DESIGN HOUSE

Position : Chief Accounting.

3.1 JOB DESCRIPTION:

Review treasury balances

Reviewing bank balances

Check customer balances

Check suppliers check

Issuing monthly reports of revenues, expenses and profit margin

Checking the subcontractors

Preparing income, profit and financial statements

Closing the fiscal period and opening a new fiscal year

➤ Current Job:

Date of employment : 4/2018 to 9/2019

Company : Intelligent Micro Solutions

Position : Treasury Accountant.

3.2 JOB DESCRIPTION:

- Registration of all financial movements that belong to banks during the financial period of check or exchange checks and opening of documentary documents for importation from outside Egypt and work settlement bank at the end of the month
- Prepare a memorandum Bank settlement at the end of each month and work statement checks futures and checks payable that have not yet acted and Prepare for each previous trading day restrictions.
- Review the basic financial documents, and prove the operations in the books.
- Organizing and coordinating the documents of the Institute for disbursement.
- Prepare accounting and financial reports periodically.
- Supporting monthly, quarterly and yearly end close.
- Doing additional tasks required by cost manager Accounting Manager.

➤ Previous Job (1) :

Date of employment : 2/2015 till 3/2018

Company : Amlaak Group for General Contracting.

Position : Cost Accountant (Stock Control Accountant)

3.1.1 Company Web Site : www.amlakgroup.co

Job Description:

- 3.2 Register all accounting transactions on DoubleClick program (ERB SYSTEM) Of costs
- 3.3 The work of the accounting record for raising the value of the inventory and raising the cost of the project and recording the add-on
- 3.4 The work of accounting for the deduction of the value of the inventory and raising the cost of the project through the registration of the disbursement of the project
- 3.5 Registering accounts of subcontractors
- 3.6 Make monthly matching with the purchasing accountant for supplier accounts
- 3.7 Follow Up Storekeepers and Sites Accountants.
- 3.8 Develop and maintain cost accounting system, documentation, and records.
- 3.9 Monitor and analyze accounting and financial data and prepare reports.
- 3.10 Do additional tasks required by costs director and Accounting Manager.

➤ **PREVIOUS JOB (2):**

Date of employment : 1/2007 till 1/2015

Company : Asmarco Group Real Estate Investment & Contracting

Position : General Accountant

3.10.1 Job Description:

- Recording all general ledger journals entries required for monthly closing and any adjusting entries on Oracle program (ERP System)
- Prepare analysis of accounts
- Reconcile accounts payable transactions
- Payroll preparation and statutory remittance.
- Maintain company accounting procedures and processes.
- Coordinate physical inventory counts and cycle counts
- Investigate cycle counting variances and resolve issues
- Update standard costs in the bill of materials
- Validate the cost of goods sold as part of the month-end close
- Accumulate and apply overhead costs as required by generally accepted accounting principles
- Work with the materials review board to locate and dispose of obsolete inventory (still need to create)
- Do additional tasks required by Accounting Manager.

4 COMPUTER SKILLS:

- Very good skills with **DoubleClick** ERP System and **Oracle** ERP System.
- Good skills with Internet, Excel and Word.

5 LANGUAGE SKILLS:

- **Arabic** : Mother Tongue.
- **English:** Good knowledge of English (writing & speaking).
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6 COMMUNICATION SKILLS:

- The ability to design a complete accounting system.
- The ability to prepare a chart of accounts.
- The ability to make monthly and annual review scales.
- The ability to make inventory adjustments.
- The ability to make an income list and a financial position list.
- The ability to register and prepare general tax returns, income tax, and value added and source tax.
- Inventory work and inventory of the first period.
- Preparing and registering fixed assets and general depreciation account.
- reference to play in team work.
- Capability to supervise Discussion Scenarios.
- Fast learner and self-motivated.
- Excellent written and verbal communication skills.
- Strong analytical, problem-solving skills and Attention to details.

7 PERSONAL INFORMATION:

- **Name** : Amr Ahmed Sayed.
- **Mobile** : (002) 01090799008
- **Address** : Dr. Sayed EL Badawi ST The Middle Plateau EL Mokatam , Cairo , Egypt.
- **Date of Birth** : 1/8/1983.
- **Marital Status** : Married.
- **Military Service** : Not required.
- **E-mail** : accountant.1983@gmail.com